

FINAL DRAFT

KENTUCKY UNIFORM SYSTEM OF ACCOUNTING FOR CLASS A & B WATER UTILITIES

March 2002

INTRODUCTION

KRS 224A mandates that the Kentucky Infrastructure Authority (Authority) set a condition for entities receiving assistance from any fund administered by the Authority for infrastructure projects to “maintain project accounts in accordance with generally-accepted governmental accounting standards.” This accounting standard must also be applied uniformly to all applicants within a class. In accordance with this statutory requirement, the Kentucky Uniform System of Accounting (KUSoA) has been adopted by the Authority for use by fund recipients.

The KUSoA includes three elements: **Section I: Budget; Section II: Chart of Accounts; and Section III: Monthly Management Report.** Also included is an **Account Distribution Index** for easy reference to specific items within each account.

For simplicity, the Authority uses the same classification of utilities presently used by the Kentucky PSC, wherein Class A & B Utilities are those which exceed \$250,000 gross revenue in a year. Class C are those Utilities which generated less than \$250,000 in a year.

It is important to note that the Kentucky Uniform System of Accounting is a minimum standard. Utilities which are not currently using each of the elements cited above must adopt and adhere to those contained herein. Utilities which have in place accounting elements similar to those cited above may elect to have an independent Certified Public Accountant submit a statement certifying to the Authority that the Utility’s accounting elements are substantially the same as those of the KUSoA, and that the definitions contained in its chart of accounts are materially the same as those of the KUSoA. The Authority will then direct the Utility to provide its account enumeration/identification system with appropriate reference to the respective accounts in the KUSoA chart of accounts, generally referred to as a “crosswalk”, and may declare the Utility to be in compliance with this requirement of the statute.

Adherence to the KUSoA by the funding recipient is a condition of award of the subsidized loan or grant and is so stated in the assistance agreement. Failure to adopt and adhere to the KUSoA, or an approved alternative system, by June 30, 2004, constitutes breach of contract and may result in contract revocation and recall of funding.

Finally, all those utilities under the jurisdiction of the Kentucky Public Service Commission (PSC) must continue to use and comply with the chart of accounts as promulgated by the PSC.

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SECTION I

THE BUDGET

Please note that the Budget and Monthly Management Report may be developed either on a cash basis or an accrual basis accounting format. However, the Monthly Management Report must follow the same accounting format as the Budget.

A budget must be adopted by the local governing body, via resolution, and so referenced in meeting minutes prior to the start of the budget year.

SECTION II

CHART OF ACCOUNTS

Chart of Accounts

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DEFINITIONS

1. **Accounts** means the accounts prescribed in this system of accounts.
2. **Actually Issued** as applied to securities issued or assumed by the utility, means those which have been sold to bona fide purchasers for a valuable consideration, and those which have been issued in accordance with contractual requirements direct to trustees of sinking funds.
3. **Actually outstanding** as applied to securities issued or assumed by the utility means those that have been actually issued and are neither retired nor held by or for the utility provided, however, that securities held by trustees shall be considered as actually outstanding.
4. **Amortization** means the gradual extinguishments of an amount in an account by distributing such amount over a fixed period, over the life of the asset or liability to which it applies, or over the period during which it is anticipated the benefit will be realized.
5. A) **Associated companies** means companies or persons that, directly or indirectly, through one or more intermediaries, control, or are controlled by, or are under common control with, the accounting company.

B) **Control** (including the terms “controlling,” “controlled by,” and “under common control with” means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a company, whether such power is exercised through one or more intermediary companies, or alone, or in conjunction with, or pursuant to an agreement, and whether such power is established through a majority or minority ownership or voting of securities, common directors, officers, or stockholders, voting trusts, holding trusts, associated companies, contract or any other direct or indirect means.
6. **Authority**, unless otherwise indicated by the context, means the Kentucky Infrastructure Authority.
7. **Book cost** means the amount at which property is recorded in these accounts without deduction of related provisions for accrued depreciation, amortization for other purposes.
8. **Composite depreciation rate** is a percentage based on the weighted average service life of a number of units of plant, each of which may have a different individual life expectancy. Composite depreciation rates may be determined for (a) a single depreciable plant account, (b) a single rate for several depreciable accounts or (c) a single composite rate may be determined for all depreciable plant of the utility.

9. **Cost** means the amount of money actually paid for property or service. When the consideration given is other than cash; the value of such consideration shall be determined on a cash basis.
10. **Cost of removal** means the cost of demolishing, dismantling, tearing down or otherwise removing utility plant, including the cost of transportation and handling incidental thereto.
11. **Debt expense** means all expenses in connection with the issuance and initial sale of evidences of debt, such as fees for drafting mortgages and trust deeds; fees and taxes for issuing or recording evidences of debt; cost of engraving and printing bonds and certificates of indebtedness; fees paid trustees; specific costs of obtaining governmental authority; fees for legal services; fees and commission paid underwriters, brokers and salesmen or marketing such evidences of debt; fees and expenses of listing on exchanges, and other like costs.
12. **Depreciation** as applied to depreciable utility plant, means the loss in service value not restored by current maintenance, incurred in connection with the consumption of prospective retirement of utility plant in the course of providing service from causes which are known to be in current operation and against which the utility is not protected by insurance. Among the causes to be given consideration are wear and tear, decay, action of the elements, inadequacy, obsolescence, changes in the art, changes in demand and requirements of public authorities.
13. **Discount** as applied to the securities issued or assumed by the utility, means the excess of the par (stated value of no-par stocks) or face value of the securities plus interest or dividends accrued at the date of the sale over the cash value of the consideration received from their sale.
14. **Fire Main** means any main forming part of an integrated system used exclusively for fire protection purposes.
15. **Investment advances** means advances, represented by notes or by book accounts only, with respect to which it is mutually agreed or intended between the creditor and debtor that they shall be settled by the issuance of securities or shall not be subject to current settlement.
16. **Minor items of property** means the associated parts or items of which retirement units are composed.
17. **Multiple family dwelling** means a residential structure or group of structures, which is capable of separately housing more than one family unit.

18. **Net salvage value** means the salvage value of property retired less the cost of removal.
19. **Nominally issued** as applied to securities issued or assumed by the utility means those which have been signed, certified or otherwise executed, and placed with the proper officer for sale and delivery, or pledged or otherwise placed in some special fund of the utility, but which have not been sold or issued direct to trustees of sinking funds in accordance with contractual requirements.
20. **Nominally outstanding** as applied to securities issued or assumed by the utility, means those which, after being actually issued, have been reacquired by or for the utility under circumstances which require them to be considered as held alive and not retired; provided, however, that securities held by trustees shall be considered as actually outstanding.
21. **Original cost** as applied to utility plant, means the cost of such property to the person first devoting it to public service.
22. **Person** means an individual, a corporation, a partnership, an association, a joint-stock company, a business trust or any organized group of persons whether incorporated or not, or any receiver or trustee.
23. **Premium** as applied to the securities issued or assumed by the utility, means the excess of the cash value of the consideration received from their sale over the sum of their par (stated value of no-par stocks) or face value and interests or dividends accrued at the date of sale.
24. **Property retired** as applied to utility plant, means property that has been removed, sold, abandoned, destroyed or which for any cause has been permanently withdrawn from service.
25. **Replacing or replacement** when not otherwise indicated in the context, means the construction or installation of utility plant in place of property retired, together with the removal of the property retired.
26. **Research and development** means expenditures incurred by public utilities, which represent research and development costs in the experimental or laboratory sense. The term includes generally all such costs incident to the development of an experimental or pilot model, a plant process, a product, a formula, an invention or similar property and the improvement of already existing property of the type mentioned.
27. **Retained earnings** mean the accumulated net income of the utility less transfers to other capital accounts and other adjustments (see Account 439 – Adjustments to Retained Earnings).

28. **Retirement units** means those items of utility plant which, when retired, with or without replacement, are accounted for by crediting the original cost.
29. **Salvage value** means the amount received for property retired, less any expenses incurred in connection with the sale or in preparing the property for sale, or, if retained, the amount at which the material recoverable is chargeable to materials and supplies or other appropriate account.
30. **Service life** means the time between the date utility plant is includible in utility plant in service or utility plant leased to others and the date of its retirement. If depreciation is accounted for on a production basis rather than on time basis, then service life should be measured in terms of the appropriate unit of production.
31. **Service value** means the difference between the original cost and the net salvage value of utility plant.
32. **Straight-line remaining life method** as applied to depreciation accounting, means the plan under which the service value of property is charged to operating expenses (and to clearing accounts if used), and credited to the accumulated depreciation account through equal annual charges during its service life. Estimates of the service life and salvage will be reexamined periodically and depreciation rates will be corrected to reflect any changes in these estimates.
33. **Straight-line method** as applied to depreciation accounting, means the plan under which the service value of property is charged to operating expenses (and to clearing accounts if used) and credited to the accumulated depreciation account through equal annual charges during its service life. Estimates of the service life and salvage will be reexamined periodically and depreciation rates will be corrected to reflect any changes in these estimates.
34. **Supply main** means any main, pipe, aqueduct or canal the primary purpose of which is to convey water from one unit to another unit in the source of supply, water treatment or pumping plant and generally providing no service connections with customers.
35. **Transmission and distribution main** means any main the primary purpose of which is to convey water, requiring no further processing except incidental chlorination or pressure boosting, from a unit in the source of supply, water treatment or pumping plant and generally providing no service connections with customers.
36. **Utility** as used herein and when not otherwise indicated in the context, means any public utility to which his system of accounts is applicable.

ACCOUNTING INSTRUCTIONS

1. General – Classifications of Utilities

- A. For the purpose of applying the system of accounts, water utilities are divided into three classes, as follows:

Class A Utilities having annual water operating revenues of \$750,000 or more.

Class B Utilities having annual water operating revenues of \$250,000 or more but less than \$750,000.

Class C Utilities having annual water operating revenues of less than \$250,000 or less than 400 customers.

- B. This system of accounts applies to Class A and B water utilities.
- C. The class to which any utility belongs shall originally be determined by the average of its annual water operating revenues for the last three consecutive years. Subsequent changes in classification shall be made when the annual water operating revenues for each three immediately preceding years shall exceed the upper limit, or be less than the lower limit, of the annual water operating revenues of the classification previously applicable to the utility.

2. General – Records

- A. Each utility shall keep its books of account, and all other books, records, and memoranda, which support the entries in such books of account so as to be able to furnish readily full information as to any item included in any account. Each entry shall be supported by such detailed information as will permit a ready identification, analysis, and verification of all facts relevant thereto.
- B. The books and records referred to herein include not only accounting records in a limited technical sense, but all other records, such as minute books, stock books, reports, correspondence, memoranda, etc., which may be useful in developing the history of, or facts regarding, any transaction.
- C. Utilities complying with the KUSoA shall maintain records as per local practice and/or as sound accounting practice warrants.

- D. In addition to prescribed accounts, clearing accounts, temporary or experimental accounts, and subdivisions of any account, may be kept, provided the integrity of the prescribed accounts is not impaired.
- E. All amounts included in the accounts prescribed herein for utility plant and operating expenses shall be just and reasonable and any payments or accruals by the utility in excess of just and reasonable charges shall be included in Account – 426 Miscellaneous Non-utility Expenses.
- F. The arrangement or sequence of the accounts prescribed herein shall not be controlling as to the arrangement or sequence.

3. **General – Numbering System**

- A. The account numbering scheme used herein consists of a system of three-digit numbers as follows:

100-199	Assets and Other Debits
200-299	Equity, Liabilities and Other Credits
300-349	Water Plant Accounts
400-434	Income Accounts
435-439	Retained Earnings Accounts
460-489	Water Operating Revenue Accounts
600-699	Water Operating and Maintenance Expenses

- B. The utility plant and operation and maintenance expense accounts are further subdivided using a suffix of one decimal place as explained in following instructions.
- C. In certain instances, numbers have been skipped in order to allow for possible later expansion or to permit better coordination with the numbering system for other utility departments.
- D. The numbers prefixed to account titles are solely for convenience of reference and are not a part of the titles. Each utility may adopt such scheme of account numbers as it deems appropriate; provided, however, that it shall keep readily available a list of the account numbers and subdivisions of accounts which it uses and a reconciliation of such numbers and subdivisions with the account numbers and titles provided herein. Further, the records must be kept to permit classification or summarization of each accounting period according to the prescribed accounts.

4. **General – Accounting Period**

Each utility shall keep its books on a monthly basis so that for each month all transactions applicable thereto, as nearly as may be ascertained, shall be entered in the books of the utility. Amounts applicable or assignable to specific utility departments shall be so segregated monthly. Each utility shall close its books at the end of the established fiscal year.

5. **General – Accounting Basis**

Each utility shall maintain its books using accrual accounting methods.

6. **General – Submittal of Questions**

To maintain uniformity of accounting, utilities not regulated by the Public Service Commission shall submit questions of doubtful interpretation to the utility's CPA for consideration and decision.

7. **General – “Item” Lists**

List of “items” appearing in the texts of the accounts or elsewhere herein are for the purpose of more clearly indicating the application of the prescribed accounting. The lists are intended to be representative, but not exhaustive. The appearance of an item in a list warrants the inclusion of the item in the account mentioned only when the text of the account also indicates inclusion inasmuch as the same item frequently appears in more than one list. The proper entry in each instance must be determined by the texts of the accounts.

8. **General – Extraordinary Items**

It is the intent that net income shall reflect all items of profit and loss during the period with the sole exception of prior period adjustments as described in Accounting Instruction 9. Those items related to the effects of events and transactions that have occurred during the current period and which are not typical or customary business activities of the company shall be considered extraordinary items. See accounts 433-434; Authority approval must be obtained to treat an item as extraordinary. Such request must be accompanied by completed detailed information.

9. General – Prior Period Items

- A. Generally the only types of transactions, to be considered as a prior period adjustment, are:
 - (1) Correction of an error in the financial statements of a prior period, including changing from cash to accrued method of accounting
or
 - (2) Adjustments that result from realization of income tax benefits of pre acquisition loss carry forwards of purchased subsidiaries.
- B. Prior period adjustments shall be debited or credited to account 439 – Adjustments to Retained Earnings, and are not considered in income of the period. Prior period adjustments shall be recorded net of all state and federal income tax effects.
- C. Changes in depreciation or amortization estimates or methods are considered changes in accounting estimates rather than accounting errors; and therefore are not subject to prior period adjustments. Any adjustments made to the accumulated amortization or depreciation balances of the utility due to a change in estimate or method shall be offset by a debit or credit to either: an income account; account 186.2 – Other Deferred Debits; or account 253 – Other Deferred Credits.

10. General – Unaudited Items

Whenever a financial statement is required, if it is known that a transaction has occurred which affects the accounts but the amount involved in the transaction and its effect upon the accounts cannot be determined with absolute accuracy, then the amount shall be estimated and such estimated amount included in the proper accounts. A complete description of the transactions shall accompany the financial statement. Utilities are not required to anticipate minor items that would not appreciably affect the accounts.

11. General –Allocation of Salaries and Expenses of Employees

Charges to utility plant or to a salaries expense account shall be based upon the actual time engaged in either plant construction or providing operational services. In the event actual time spent in the various activities is not available or practicable, salaries should be allocated upon the basis of a study of the time engaged during a representation period. Charges should not be made to the accounts based upon estimates or in an arbitrary fashion.

12. General – Payroll Distribution

Underlying accounting data shall be maintained so that the distribution of the costs of labor charged to the various accounts will be available. The utility may utilize clearing accounts in its accounting process; however, the use of clearing accounts does not relieve the utility from the responsibility of providing a distribution of the costs of labor or from being able to substantiate its labor charged with sufficient source documents.

13. General – Operating Provisions

Accretions to operating reserve accounts made by charges to operating expenses shall not exceed a reasonable provision for the expense. Material balances in such reserve accounts shall not be diverted from the purpose for which provided.

14. General – Records for Each Plant

Separate records shall be maintained by utility plant accounts of the book cost of each plant owned including additions by the utility to plant leased from others and of the cost of operating and maintaining each plant owned or operated.

15. General – Accounting for Other Departments

If the utility also operates other utility departments, such as electric, sewer, gas, etc., it shall keep such accounts for the other departments as are proper or necessary to reflect the results of operating each other department separately from the water system.

16. General – Transactions with Associated Companies

Each utility shall keep its accounts and records so as to be able to furnish accurately and expeditiously statements of all transactions with associated companies. The statements may be required to show the general nature of the transactions, the amounts involved therein and the amounts included in each account prescribed herein with respect to such transactions. Transactions with associated companies shall be recorded in the appropriate accounts for transactions of the same nature. Nothing herein contained, however, shall be construed as restraining the utility from subdividing accounts for the purposes of recording separately transactions with associated companies.

17. General – Contingent Assets and Liabilities

Contingent assets represent a possible source of value to the utility contingent upon the fulfillment of conditions regarded as uncertain. Contingent liabilities include items, which may under certain conditions become obligations of the utility but which are neither direct nor assumed liabilities at the date of the balance sheet. The utility shall be prepared to give a complete statement of material contingent assets and liabilities in its annual report and at such other times as may be requested by the Authority.

18. Utility Plant – Classification of Utility Plant at Effective Date of System Of Accounts

- A. The utility plant accounts provided herein are substantially the same in context as those contained in the prior system of accounts, except that some changes have been made in classification, rearrangement and regrouping of certain accounts. A few account titles have been changed. Subject to these changes, the balances in the various plant accounts, as determined under the prior system of accounts, shall be carried forward. Any remaining balance of plant that has not yet been classified, pursuant to the requirements of the prior system, shall be classified in accordance with the following instructions.
- B. The cost to the utility of its unclassified plant shall be ascertained by analysis of the utility's records. Adjustments shall not be made to record in utility plant accounts amounts previously charged to operating expenses or to income deductions in accordance with the uniform system of accounts in effect at the time or in accordance with the discretion of management as exercised under a uniform system of accounts, or under accounting practices previously followed.
- C. The detailed utility plant accounts (301 to 348, inclusive) shall be stated on the basis of cost to the utility of plant constructed by it and the original cost, estimated if not known, of plant acquired as an operating unit or system. The difference between the original cost, as above, and the cost to the utility of utility plant after giving effect to any accumulated depreciation or amortization, and capital contributions applicable to the property acquired, if recorded by the accounting utility at the time of acquisition, shall be recorded in account 114 – Utility Plant Acquisition Adjustments. The original cost of utility plant shall be determined by analysis of the utility's records or those of predecessor vendor companies with respect to utility plant previously acquired as operating units or systems and the difference between the original cost so determined, less accumulated depreciation and amortization and capital contributions recorded by the accounting utility, and the cost to the utility, with necessary adjustments for retirements for date of

acquisition, shall be entered in account 114 – Utility Plant Acquisition Adjustments. Any difference between the cost of utility plant and its book cost, when no properly includible in other accounts, shall be recorded in account 116 – Other Utility Plant Adjustments.

19. Utility Plant – To be Recorded at Cost

- A. All amounts included in the accounts for utility plant acquired as an operating unit or system shall be stated at the cost incurred by the person who first devoted the property to utility service. All other utility plant shall be included in the accounts at the cost incurred by the utility except as otherwise provided in the texts of the intangible plant accounts. Where the term “cost” is used in the detailed plant accounts, it shall have the meaning stated in this paragraph (see Accounting Instruction 2E).
- B. When the consideration given for property is other than cash, the value of such consideration shall be determined on a cash basis. In the entry recording such transaction, the actual consideration shall be described with sufficient particularity to identify it. The utility shall be prepared to furnish the particulars of its determination of the cash value of the consideration if other than cash.
- C. When property is purchased under a plan involving deferred payments, no charge shall be made to the utility plant accounts for interest, insurance, or other expenditures occasioned solely by such form of payment.
- D. Utility plant accounts shall be charged with construction costs (estimated, if not known) of the utility plant contributed by others or constructed by the utility using contributed cash or its equivalent. For contributed utility plant, the accumulated depreciation or amortization account shall be charged with the estimated amount of depreciation or amortization applicable to the property at the time it was contributed to the utility. Account 432 – Proceeds from Contributions shall be credited with the net of the amounts charged to the plant and the accumulated depreciation or amortization accounts. For plant constructed using contributed cash or its equivalent, Account 432 – Proceeds from Contributions shall be credited with the amount of the cash or its equivalent contribution.

20. Utility Plant – Components of Construction Cost

The cost of construction properly includible in the utility plant accounts shall include, where applicable, the direct and overhead costs as listed and defined here under:

- (1) “Contract Work” includes amounts paid for work performed under contract by other companies, firms, or individuals, costs incident to the award of such contracts, and the inspection of such work.
- (2) “Labor” includes the pay and expenses of employees of the utility engaged on construction work, and related workers’ compensation insurance, payroll taxes and similar items of expense. It does not include the pay and expenses of employees that are distributed to construction through clearing accounts nor the pay and expenses included in other items hereunder.
- (3) “Materials and supplies” includes the purchase price at the point of free delivery plus customs duties, excise taxes, the cost of inspection, loading and transportation, the related stores expenses, and the cost of fabricated materials from the utility’s shop. In determining the cost of materials and supplies used for construction, proper allowance shall be made for unused materials and supplies, for materials recovered from temporary structures used in performing the work involved, and for discounts allowed and realized in the purchase of materials and supplies.

Note:-The cost of individual items of equipment of small value (for example, \$100 or less) or of short life, including small portable tools and implements, shall not be charged to utility plant accounts unless the correctness of the accounting therefore is verified by current inventories. The cost shall be charged to the appropriate operating expense or clearing accounts, according to the use of such items, or, if such items are consumed directly in construction work, the cost shall be included as part of the cost of the construction unit.

- (4) “Transportation” includes the cost of transporting employees, materials and supplies, tools, purchased equipment, and other work equipment (when not under own power) to and from points of construction. It includes amounts paid to others as well as the cost of operating the utility’s own transportation equipment (see item 5 following).
- (5) “Special machine service” includes the cost of labor (optional), materials and supplies, depreciation, and other expenses incurred in the maintenance, operation and use of special machines, such as pile drivers, derricks, ditchers, scrapers, material unloaders, and other labor saving machines; also expenditures for rental, maintenance and operation of machines of others. It does not include the cost of small tools and other individual items of small value or short life which are included in the cost of materials and supplies (see item 3, above). When a particular construction job requires the use for an extended period of time of special machines, transportation or other equipment, the net book cost thereof, less the appraised or salvage value at time of release from the job, shall be included in the cost of construction.

- (6) “Shop service” includes the proportion of the expense of the utility’s shop department assignable to construction work except that the cost of fabricated materials from the utility’s shop shall be included in “materials and supplies.”
- (7) “Protection” includes the cost of protecting the utility’s property from fire or other casualties and the cost of preventing damages to others, or to the property of others, including payments for discovery or extinguishments of fires, cost of apprehending and prosecuting incendiaries, witness fees in relation thereto, amounts paid to municipalities and others for fire protection, and other analogous items of expenditures in connection with construction work.
- (8) “Injuries and Damages” includes expenditures or losses in connection with construction work on account of injuries to persons and damages to the property of others; also the cost of investigation of and defense against actions for such injuries and damages. Insurance recovered or recoverable on account of compensation paid for injuries to persons incident to construction shall be credited to the account or accounts to which such compensation is charged. Insurance recovered or recoverable on account of property damages incident to construction shall be credited to the account or accounts charged with the cost of damages.
- (9) “Privileges and permits” includes payments for and expenses incurred in securing temporary privileges, permits or rights in connection with construction work, such as for the use of private or public property, streets, or highways, but it does not include rents, or amounts chargeable as franchises (see account 302 – Franchises).
- (10) “Rents” includes amounts paid for the use of construction quarters and office space occupied by construction forces and amounts properly includible in construction costs for such facilities jointly used.
- (11) “Engineering and supervision” includes the portion of the pay and expenses of engineers, surveyors, draftsmen, inspectors, superintendents and their assistants applicable to construction work.
- (12) “General administration capitalized” includes the portion of the pay and expenses of the general officers and administrative general expenses applicable to construction work.
- (13) “Engineering services” includes amounts paid to other companies, firms or individuals engaged by the utility to plan, design, prepare estimates, supervise, inspect, or give general advice and assistance in connection with construction work.

- (14) “Insurance” includes premiums paid or provided or reserved as self-insurance for the protection against loss and damages in connection with construction, by fire or other casualty, injuries to or death of persons other than employees, damages to property of others, defalcations of employees and agents, and nonperformance of contractual obligations of others. It does not include workers’ compensation or similar insurance on employees included as “labor” in item 2, above.
- (15) “Legal Expenditures” includes the general legal expenditures incurred in connection with construction and the court and legal costs directly related thereto, other than legal expenses included in protection, item 7, and in injuries and damages, item 8.
- (16) “Taxes” includes taxes on physical property (including land) during the period of construction and other taxes properly includible in construction costs before the facilities become available for service.
- (17) “Capitalized interest” means the allowance for funds used during construction and includes the net cost for the period of construction of borrowed funds used for construction purposes and a reasonable rate on other funds when so used. No for funds used during construction shall be included in these expenditures for construction projects which have been abandoned.

Note:-When only a part of a plant or project is placed in operation or is completed and ready for service but the construction work as a whole is incomplete, that part of the cost of the property placed in operation, or ready for service, shall be treated as “Utility Plant in Service” and allowance for funds used during construction thereon as a charge to construction shall cease. Allowance for funds used during construction on that part of the cost of the plant which is incomplete may be continued as a charge to construction until such time as it is placed in operation or is ready for service, except as limited in item 17, above.

- (18) “Earnings and expenses during construction” The earnings and expenses during construction shall constitute a component of construction costs.
 - (a) The earnings shall include revenues received or earned for water produced by plants during the construction period and sold or used by the utility. Where such water is sold to an independent purchaser before intermingling with water from other plants, the credit shall consist of the selling price of the water. Where the water from a plant under construction is delivered to the utility’s water system for distribution and sale, or is delivered to an associated company, or is delivered to and used by the utility for purposes other than distribution and sale (for manufacturing or industrial use, for example), the credit shall be the fair value of

the water so delivered. The revenues shall also include rentals for lands, buildings, etc., and miscellaneous receipts not properly includible in other accounts.

- (b) The expenses shall consist of the cost of operating the water plant, and other costs incident to the production and delivery of the water for which construction is credited under paragraph (a), above, including the cost of repairs and other expenses of operating and maintaining lands, buildings, and other property, and other miscellaneous and like expenses not properly includible in other accounts.

21. Utility Plant – Overhead Construction Costs

- A. All overhead construction costs, such as engineering, supervision, general office salaries and expenses, construction engineering and supervision by others than the accounting utility, legal expenses, insurance, injuries and damages, relief and pensions, taxes and allowance for funds used during construction, shall be charged to particular jobs or units on the basis of the amounts of such overheads reasonably applicable thereto, so that each job or unit shall bear its equitable proportion of such costs and that the entire costs of the unit, both direct and overhead, shall be deducted from the plant accounts at the time the property is retired.
- B. As far as practicable, the determination of payroll charges includible in construction overheads shall be based on time card distributions thereof. Where this procedure is impracticable, special studies shall be made periodically of the time of supervisory employees devoted to construction activities so that only such overhead costs as have a definite relation to construction shall be capitalized. The addition to direct construction costs of arbitrary percentages or amounts to cover assumed overhead costs is not permitted.
- C. The records supporting the entries for overhead construction costs shall be so kept as to show the total amount of each overhead for each year, the nature and amount of each overhead expenditure charged to each construction work order and to each utility plant account, and the basis of distribution of such costs.

22. Utility Plant – Purchased or Sold

- A. When utility plant constituting an operating unit or system is acquired by purchase, merger, consolidation, liquidation, or otherwise, the costs of acquisition, including expenses incidental thereto properly includible in

utility plant, shall be debited to account 104 – Utility Plant Purchased or Sold.

B. The accounting for the acquisition shall then be completed as follows:

- (1) The original cost of plant, estimated if not known, shall be credited to account 104 – Utility Plant Purchased or Sold, and concurrently charged to the appropriate utility plant in service accounts and to account 102 – Utility Plant Leased to Others and account 103 – Property Held for Future Use, and account 105 – Construction Work in Progress, as appropriate.
- (2) The requirements for accumulated depreciation and amortization applicable to the original cost of the properties purchased, if required by the Commission to be recorded by the accounting utility determined with due regard to operating practices of the purchaser and his plans regarding such property, and giving consideration also to the effect on such requirements of any rehabilitation expenditures (see Paragraph D), shall be charged to account 104 – Utility Plant Purchased or Sold, and concurrently credited to the appropriate account for accumulated depreciation or amortization.
- (3) The cost to the utility of any property includible in account 121 – Nonutility Property, shall be transferred thereto.
- (4) The amount of capital contributions applicable to the property acquired, and which the purchaser may be required to record, shall be charged to account 104 – Utility Plant Purchased or Sold, and concurrently credited to account 215.2 – Donated Capital.
- (5) The amount remaining in account 104 – Utility Plant Purchased or Sold, shall then be closed to account 114 – Utility Plant Acquisition Adjustments.

C. The following journal entries illustrate how the various transactions are to be recorded.

(1)	104 Utility Plant Purchased or Sold	Debit
	131 Cash	Credit
	231 Accounts Payable	Credit
	232 Notes Payable	Credit

To record acquisition of utility plant by purchase, merger, consideration, liquidation, etc. Credit should be to the appropriate account.

(2)	101 Utility Plant in Service	Debit
	102 Utility Plant Leased To Others	Debit
	103 Property Held for Future Use	Debit
	105 Construction Work in Progress	Debit
	104 Utility Plant Purchased Or Sold	Credit

To record the original cost of the acquired utility plant to the appropriate plant account. Estimated cost may be used if the original cost is not known. Plant applicable to Account 101 – should be recorded in the appropriate plant account, Accounts 301 to 348.

(3)	104 Utility Plant Purchased or Sold	Debit
	108 Accumulated Depreciation	Credit
	110 Accumulated Amortization	Credit

To record the accumulated depreciation and amortization applicable to the original cost of the properties purchased.

(4)	121 Nonutility Property	Debit
	104 Utility Plant Purchased or Sold	Credit

To transfer any property includible as nonutility property to the appropriate account.

(5)	104 Utility Plant Purchased or Sold	Debit
	215.2 Donated Capital	Credit

To record any amounts of capital contribution applicable to the property acquired.

(6)	104 Utility Plant Purchased or Sold	Debit
	114 Utility Plant Acquisitions Adjustments	Credit

To close a credit balance in Account 104 to Account 114. This would occur when the original cost of the plant acquired exceeds the acquisition price and accumulated depreciation and amortization.

	114 Utility Plant Acquisitions Adjustments	Debit
	104 Utility Plant Purchased or Sold	Credit

To close a debit balance in Account 114 to Account 104. This would occur when the acquisition price and accumulated depreciation and amortization exceeds the original cost of the plant acquired.

(7)	406 Amortization of Utility Plant	Debit
	Acquisition Adjustment	
	115 Accumulated Amortization of Utility Plant	Credit
	of Utility Plant Acquisitions Adjustments	

To record the annual amortization of the utility plant acquisition adjustment. This entry is used when Account 114 has a debit balance. The entries are reversed if the Account 114 balance is a credit.

- D. If property acquired in the purchase of an operating unit or system is in such physical condition when acquired that it is necessary substantially to rehabilitate it in order to bring the property up to the standards of the utility, the cost of such work, except replacements, shall be accounted for as a part of the purchase price of the property.
- E. When any property acquired as an operating unit or system includes duplicate or other plants which will be retired by the accounting utility in the reconstruction of the acquired property or its consolidation with previously owned property.
- F. In connection with the acquisition of utility plant, the utility shall procure, if possible, all existing records relating to the property acquired, or certified copies thereof, and shall preserve such records in conformity with regulations or practices governing the preservation of records of its own construction.
- G. When utility plant constituting an operating unit or system is sold, conveyed, or transferred to another by sale, merger, consolidation, or otherwise, the book cost of the property sold or transferred to another shall be credited to the appropriate utility plant accounts, including amounts carried in account 114 – Utility Plant Acquisition Adjustments, and the amounts (estimated if not known) carried with respect thereto in the accounts for accumulated depreciation and amortization and in account 252 – Advances for Construction, and account 215.2 – Donated Capital, shall be charged to such accounts and the contra entries made to account 104 – Utility Plant Purchased or Sold. The difference, if any, between (a) the net amount of debits and credits and (b) the consideration received for the property (less commissions and other expenses of making the sale) shall be included in account 414 – Gains (Losses) from Disposition of Utility Property (see account 104 – Utility Plant Purchased or Sold).

Note:--In cases where existing utilities merge or consolidate because of financial or operating reasons or statutory requirements rather than as a means of transferring title of purchased properties to a new owner, the accounts of the constituent utilities may be combined. In the event original cost has not been determined, the resulting utility shall proceed to determine such cost as outlined herein.

23. Utility Plant – Accounting for Capital and Operating

- A. For each lease entered into, the utility shall maintain sufficient documents and other background information as necessary to determine whether the lease is a capital or operating lease. This information includes but is not limited to:
 - 1. Evidence or documents of ownership;
 - 2. Signed copies of the lease agreement;
 - 3. Estimated life of the leased property;
 - 4. Evidence as to the value of the leased property;
 - 5. Evidence as to the lessor's implicit interest rate (if available);
 - 6. Evidence as to the lessee's borrowing rate; and
 - 7. The amount and disposition of executory costs (taxes, maintenance and insurance).
- B. Leases shall be accounted for by the utility as described in Statement of Financial Accounting Standards Nos. 13 (as amended) and 71 published by the Financial Accounting Standards Board.
- C. Capitalized leases shall be recorded in the appropriate plant in service account (s), which describe the type of asset leased. These records shall be maintained in sufficient detail such that the utility will be able to report the number, general nature, and residual balances of all capitalized leased assets as well as any related leasehold amortization balances and the balance of any leasehold obligations.

24. Utility Plant – Expenditures on Leased Property

- A. The cost of substantial initial improvements (including repairs, rearrangements, additions and betterments) made in the course of preparing for utility property leased for a period of more than one year, and the cost of subsequent substantial additions, replacements, or betterments to such property, shall be charged to the utility plant account appropriate for the class of property leased. If the service life of the improvements is terminable by action of the lease, then the cost, less net salvage, of the improvements shall be spread over the life of the lease by charges to account 407.1 – Amortization of Limited Term Plant. However, if the service life is not terminated by action of the lease, but by depreciation proper, then the cost of the improvements, less net salvage shall be accounted for as depreciable plant.

- B. If improvements made to property leased for a period of more than one year are of relatively minor cost, or if the lease is for a period of not more than one year, the cost of the improvements shall be charged to the account in which the rent is included either directly or by amortization thereof.

25. Utility Plant – Land and Land Rights

- A. The accounts for land and land rights include the cost of land owned in fee by the utility and rights, interests, and privileges held by the utility in land owned by others, such as leaseholds, easements, water and water power rights, diversion rights, submersion rights, rights of way, and other like interests in land. Do not include in the accounts for land, land rights, and rights of way costs incurred in connection with first clearing and grading of land and rights of way and the damage costs associated with the construction and installation of plant. Such costs shall be included in the appropriate plant accounts directly benefited.
- B. Where special assessments for public improvements provide for deferred payments, the full amount of the assessments shall be charged to the appropriate land account and the unpaid balance shall be carried in an appropriate liability account. Interest on unpaid balances shall be charged to the appropriate interest account. If any part of the cost of public improvements is included in the general tax levy, the amount thereof shall be charged to the appropriate tax account.
- C. Separate entries shall be made for the acquisition, transfer or retirement of each parcel of land, and each land right (except rights of way for distribution lines), or water rights, having a life of more than one year. A record shall be maintained showing the nature of ownership, full legal description, area, map reference, purpose for which used, city, county, and tax district in which situated, from whom purchased or to whom sold, payment given or received, other costs, contract date and number, date of recording of deed, and book and page of record. Entries transferring or retiring land rights shall refer to the original entry recording its acquisition.
- D. Any difference between the amount received from the sale of land or land rights, less agents' commissions and other costs incident to the sale, and the book cost of such land or rights, shall be included in account 414 – Gains (Losses) from Disposition of Utility Property. Appropriate adjustments of the accounts shall be made with respect to any structures or improvements located on land sold.

- E. The cost of buildings and other improvements (other than public improvements) shall not be included in the land accounts. If at the same time of acquisition of any interest in land, such interest extends to buildings or other improvements (other than public improvements), which are then devoted to water operations, the land and improvements shall be separately appraised and the cost allocated to land and buildings or improvements on the basis of the appraisals. If the improvements are removed or wrecked without being used in operations, the cost of removing or wrecking shall be charged and the salvage credited to the account in which the cost of the land is recorded.
- F. When the purchase of land for utility operations requires the purchase of more than needed for such purposes, the charge to the specific land account shall be based upon the cost of the land purchased, less the fair market value of that portion of the land which is not to be used in utility operations. The portion of the cost measured by the fair value of the land not to be used shall be included in account 103 –Property Held for Future Use, or account 121 – Nonutility Property, as appropriate.
- G. Provisions shall be made for amortizing amounts carried in the accounts for limited term interests in land so as to apportion equitably the cost of each interest over the life thereof (see account 110.1 – Accumulated Amortization of Utility Plant in Service, and account 407.1 – Amortization of Limited Term Plant).

26. Utility Plant – Structures and Improvements

- A. The account for structures and improvements include the cost of all buildings and facilities to house, support, or safeguard property or persons, including all fixtures permanently attached to and made a part of buildings and which cannot be removed there from without cutting into the walls, ceilings, or floors, or without in some way impairing the buildings, and improvements of a permanent character on or to land. Also include those costs incurred in connection with the first clearing and grading of land and right-of-way, and the damage costs associated with construction and installation of plant.
- B. The cost of specially provided foundations not intended to outlast the machinery or apparatus for which provided, and the cost of angle irons, castings, etc., installed at the base of any item of equipment, shall be charged to the same account as the cost of the machinery, apparatus, or equipment.

- C. Minor buildings and structures, such as value towers, patrolmen's towers, telephone stations, etc., which are used directly in connection with or form a part of a reservoir, dam, waterway, etc., shall be considered a part of that facility constructed or operated and the cost thereof accounted for accordingly.
- D. Where furnaces and boilers are used primarily for furnishing steam for some particular department and only incidentally for furnishing steam for heating a building and operating the equipment therein, the entire cost of such furnaces and boilers shall be charged to the appropriate plant, account, and no part to the building account.
- E. Where the structure of a dam forms also the foundation of a building, such foundation shall be considered a part of the dam.
- F. The cost of disposing of materials excavated in connection with construction of structures shall be considered as a part of the cost of such work, except as follows: (a) When such material is used for filling, the cost of loading, hauling, and dumping shall be equitably apportioned between the work in connection with which the removal occurs and work in connection with which the material is used; (b) When such material is sold, the net amount realized from such sales shall be credited to the work in connection with which the removal occurs. If the amount realized from the sale of excavated materials exceeds the removal costs and the costs in connection with the sale, the excess shall be credited to the land account in which the site is carried.
- G. Lighting or other fixtures temporarily attached to building for purposes of display or demonstration shall not be included in the cost of the building, but in the appropriate equipment account.

27. Utility Plant – Equipment

- A. The cost of equipment chargeable to the utility plant accounts, unless otherwise indicated in the text of an equipment account, includes the net purchase price thereof, sales taxes, investigation and inspection expenses necessary to such purchase, expenses of transportation when borne by the utility, labor employed, materials and supplies consumed, and expenses incurred by the utility in unloading and placing the equipment in readiness to operate. Also include those costs incurred in connection with the first clearing and grading of land and rights of way and the damage costs associated with construction and installation of plant.

- B. Exclude from equipment accounts hand and other portable tools which have relatively small value (for example, \$100 or less) or short life, unless the correctness of the accounting therefore as utility plant is verified by current inventories. Special tools acquired and included in the appropriate account. Portable drills and similar tool equipment when used in connection with the operation and maintenance of a particular plant or department, such as pumping, transmission and distribution, etc., or in “stores,” shall be charged to the plant account appropriate for their use.
- C. The equipment accounts shall include angle irons and similar items which are installed at the base of an item of equipment, but piers and foundations which are designed to be as permanent as the buildings which house the equipment, or which are constructed as a part of the buildings and which cannot be removed without cutting into the walls, ceilings or floors or without in some way impairing the building, shall be included in the building account.
- D. The equipment accounts shall include the necessary costs of testing or running a plant or part thereof during an experimental or test period prior to becoming available for service. The utility shall furnish full particulars of and justification for any test or experimental run extending beyond a period of thirty days.
- E. The cost of efficiency or other tests made subsequent to the date equipment becomes available for service shall be charged to the appropriate expense accounts, except that tests to determine whether equipment meets the specifications and requirements as to efficiency, performance, etc., guaranteed by manufacturers, made after operations have commenced and within the period specified in the agreement or contract of purchase, may be charged to the appropriate utility plant account.

28. Utility Plant – Additions and Retirements

- A. For the purpose of avoiding undue refinement in accounting for additions to and retirements and replacements of utility plant, all property shall be considered as consisting of (1) retirement units and (2) minor items of property. Each utility shall use such list of retirement units as is in use by it at the effective date hereof with the option, however, of using smaller units, provided the utility’s practice in this respect is consistent.
- B. The addition and retirement of retirement units shall be accounted for as follows:
 - (1) When a retirement unit is added to the utility plant, the cost thereof shall be added to the appropriate utility plant account, except that

when units are acquired in the acquisition of any utility plant constituting an operating system, they shall be accounted for as provided in Instruction 22.

- (2) When a retirement unit is retired from utility plant, with or without replacement, the book cost thereof shall be credited to the utility plant account in which it is included, determined in a manner set forth in paragraph D, below. If the retirement unit is of a depreciable class, the book cost of the unit retired and credited to utility plant shall be debited to the accumulated depreciation applicable to such property. The cost of removal and the salvage shall be debited or credited, as appropriate, to such depreciation account.

E. The addition and retirement of minor items of property shall be accounted for as follows:

- (1) When a minor item of property which did not previously exist is added to plant and a substantial addition results, the cost thereof shall be accounted for in the same manner as for the addition of a retirement unit, as set forth in paragraph B (1), above, otherwise the charge shall be to the appropriate maintenance expense account.
- (2) When a minor item of property is retired and not replaced, the book cost thereof shall be credited to the utility plant account in which it is included; and, in the event the minor item is a part of a depreciable plant, the account for accumulated depreciation shall be debited with the book cost and cost of removal and credited with the salvage. If, however, the book cost of the minor item retired and not replaced has been or will be accounted for when such unit is retired, no separate credit to the property account is required.
- (3) When a minor item of depreciable property is replaced independently of the retirement unit of which it is a part, the cost of replacement shall be debited to the maintenance expense account appropriate for the item, except that if the replacement effects a substantial betterment (the primary aim of which is to make the property affected more useful, more efficient, of greater durability, or of greater capacity), the excess cost of the replacement over the estimated cost at current prices of replacing without betterment shall be debited to the appropriate utility plant account.

D. The book cost of the utility plant retired shall be the amount at which such property is included in the utility plant accounts, including all components of construction costs. The book cost shall be determined from the utility's records and if this cannot be done, it shall be estimated.

When it is impracticable to determine the book cost of each unit, due to the relatively large number or small cost thereof, an appropriate average book cost of the units, with due allowance for any differences in size and character, shall be used as the book cost of the units retired.

- E. The book cost of land retired shall be credited to the appropriate land account. If the land is sold, the difference between the book cost (less any accumulated depreciation or amortization therefore which has been authorized and provided) and the sale price of the land (less commissions and other expenses of making the sale) shall be included in account 414 – Gains (Losses) from Disposition of Utility Property. If the land is not used in utility service but is retained by the utility, the book cost shall be debited to account 103 – Property Held for Future Use, or account 121 – Nonutility Property, as appropriate.
- F. The book cost less net salvage of depreciable utility plant retired shall be debited in its entirety to account 108.1 – Accumulated Depreciation of Utility Plant in Service. Any amounts that are debited to account 182 – Extraordinary Property Losses, shall be credited to account 108.1 – Accumulated Depreciation of Utility Plant in Service.
- G. The accounting for the retirement of amounts included in account 302 – Franchises and the items of limited term interest in land included in the accounts for land and land rights shall be as provided for in the text of account 110.1 – Accumulated Amortization of Utility Plant in Service, account 407.1 – Amortization of Limited Term Plant and account 407.3 – Amortization of Other Utility Plant.
- H. In some instances the unexpected early retirement of a major unit of property, which would eliminate or seriously deplete the existing depreciation reserve, may require accounting treatment which differs from that described in paragraph B above. In such instances the utility's CPA may authorize or order the loss on retirement (less any tax savings) to be debited to income in the current year or transferred to account 186 – Miscellaneous Deferred Debits, and amortized in future periods.

29. Utility Plant – Order and Property Record System Required

- A. Each utility shall record all construction and retirements of utility plant by means of work orders or job orders. Separate work orders may be opened for additions to and retirements of utility plant or the retirements may be included with the construction work order, provided however, that all items relating to the retirements shall be kept separate from those relating to construction and provided, further, that any maintenance costs involved in the work shall likewise be segregated.

- B. Each utility shall keep its work order system so as to show the nature of each addition to or retirement of utility plant, the total cost thereof, the source or sources of costs, and the utility plant account or accounts to which debited or credited. Work orders covering jobs of short duration may be cleared monthly.
- C. Each utility shall maintain records in which, for each plant account, the amounts of the annual additions and retirements are classified so as to show the number and the cost of the various retirement units or other appropriate record units included therein.

30. Utility Plant – Transfers of Property

- A. When property is transferred from one utility plant account to another, from one utility department to another, such as from water to sewer, from one operating division or area to another, to or from accounts 101 – Utility Plant in Service, 102 – Utility Plant Leased to Others and 103 – Property Held for Future Use, the transfer shall be recorded by transferring the original cost thereof from the one account, department, or location to the other. Any related amounts carried in the accounts for accumulated depreciation or amortization shall be transferred in accordance with the segregation of such accounts.
- B. When depreciable property is transferred from the utility plant accounts to account 121 – Nonutility Property, the transfer shall be accomplished by crediting the utility plant account and debiting the accumulated depreciation with the book cost of the item transferred; the accumulated depreciation shall then be credited and account 121 – Nonutility Property, concurrently debited with the market value of the property transferred. If the property is sold within a relatively short time, a debit or credit shall be made to the accumulated depreciation to adjust the estimated salvage to the amount actually realized.

31. Utility Plant – Common Plant

- A. If the utility is engaged in more than one utility service such as water, sewer, electric and gas, and any of its utility plant is used in common for several utility services or for other purposes to such an extent and in such a manner that it is impracticable to segregate it by utility services currently in the accounts.
- B. Utility plant designated, as common utility plant shall be classified according to the detailed utility plant accounts appropriate for the property.

- C. The utility shall be prepared to show at any time and by utility plant accounts (301 to 348) the following: (1) the book cost of common utility plant, (2) the allocation of such cost to the respective departments using the common utility plant, and (3) the basis of the allocation.
- D. The accumulated provision for depreciation and amortization of the utility shall be segregated so as to show the amount applicable to the property classified as common utility plant.
- E. The expenses of operation, maintenance, rent, depreciation and amortization of common utility plant shall be recorded in the accounts prescribed herein but designated as common expenses, and the allocation of such expenses to the departments using the common utility plant shall be supported in such manner as to reflect readily the basis of allocation used.

32. Utility Plant – Multiple Use

Land, rights of way and structures used jointly for several functions within a single utility operation, such as supply, and transmission and distribution purposes, shall be classified according to the major use thereof.

33. Utility Plant – Plant Account Matrix

- A. Each utility is required to subdivide the plant accounts into “functional” operations. Each object account shall be subdivided as shown in the plant account matrix shown on page 77. The sub-accounts are to be designated by adding a suffix of one decimal place to the three-digit account number.
- B. The following “functional” operations for the water system are listed below along with the designated suffix:
 - 1. Intangible Plant
 - 2. Source of supply and pumping plant
 - 3. Water treatment plant
 - 4. Transmission and distribution plant
 - 5. General plant

34. Operating Income – Depreciation Expense

- A. Depreciation charges shall be computed using the straight-line method (see definition 33). Composite depreciation rates (see definition 8) and/or the straight-line remaining life depreciation method (see definition 32) may be used only with prior approval by the utility’s CPA. When at all

possible, separate depreciation charges shall be computed for contributed plant .

- B. When the straight-line method is used, the rates shall be reviewed periodically and adjusted as required, so that the depreciation accrual will bear a reasonable relationship to the service life, the estimated net salvage, and the cost of plant in service using the following formula:

$$\text{Whole life rate} = \frac{100\% - \text{average net Salvage \%}}{\text{average service life in years}}$$

- C. When the straight-line remaining life method is used, the rates shall be reviewed periodically and adjusted as required, so that the depreciation accrual will bear a reasonable relationship to the remaining life, the estimated net future salvage, cost of plant in service and to the balance of accumulated depreciation accrued in prior periods using the following formula:

$$\text{Remaining life rate} = \frac{100 \% - \text{reserve \%} - \text{average future net salvage \%}}{\text{average remaining life in years}}$$

35. **Operating Income – Clearing Accounts**

- A. The purpose of a clearing account is to temporarily accumulate in one account costs of a specific type which affect more than a single account, and which subsequently will be apportioned among utility plant accounts, operating expense accounts and other appropriate accounts.
- B. The use of clearing accounts is optional. In addition to the payroll clearing account, a utility may use such additional accounts as it finds useful. However, all operation expenses must be recorded in the accounts prescribed by this manual and the utility remains responsible for providing the underlying source documents as if all entries were made directly without the use of a clearing account.

36. **Operating Income – Operation and Maintenance Expense Account Matrix**

- A. Each utility is required to subdivide the operation and maintenance expenses into functions. Each object account shall be subdivided by the functions as shown in the matrix schedule, which precedes the Operation and Maintenance Expense Accounts (page 114). The function will be designated by adding an additional one-digit suffix to the basic object account.

- B. The “functional” operations for the water system are listed with the designated suffix:
1. Source of supply and pumping expenses – operations
 2. Source of supply and pumping expenses – maintenance
 3. Water treatment expenses – operations
 4. Water treatment expenses – maintenance
 5. Transmission distribution expenses – operations
 6. Transmission distribution expenses – maintenance
 7. Customer accounts expense
 8. Administrative and general expenses
- C. The functional expense classifications provide for the separate reporting of operating expense and maintenance expense for source of supply and pumping, water treatment and transmission and distribution expenses. The following is provided for the purpose of distinguishing between operation expense and maintenance expense.
- (1) Maintenance is generally considered the cost of keeping property at standing operating condition. Maintenance expense items include, for example, inspecting, testing and reporting on the condition of the system, plant and facilities specifically to determine the need for repairs, replacements, rearrangements and changes, and inspecting and testing the adequacy of repairs which have been made, work performed specifically for the purpose of preventing failure, restoring serviceability or maintaining life of plant, testing for, locating and clearing trouble and the net cost of installing, maintaining and removing temporary facilities to prevent interruptions in service.
 - (2) Operation is considered the state of being functional or operative. Operation expense includes items of labor and expense incurred in the routine functioning of the system, facilities and plant. Operation labor expense includes generally those activities such as investigating, inspecting, testing, adjusting, checking, cleaning when not incidental to maintenance work, keeping records, preparing reports and caring for grounds, which are associated with the routine functioning of the system facilities and plant. Other operating expense includes the materials and other expenses incurred in connection with the above activities.

BALANCE SHEET ACCOUNTS

- 101. Utility Plant in Service
- 102. Utility Plant Leased to Others
- 103. Property Held for Future Use
- 104. Utility Plant Purchased or Sold
- 105. Construction Work in Progress
- 106. Completed Construction Not Classified
- 108. Accumulated Depreciation
 - 108.1 Accumulated Depreciation of Utility Plant in Service
 - 108.2 Accumulated Depreciation of Utility Plant Leased to Others
 - 108.3 Accumulated Depreciation of Property Held for Future Use
- 110. Accumulated Amortization
 - 110.1 Accumulated Amortization of Utility Plant in Service
 - 110.2 Accumulated Amortization of Utility Plant Leased to Others
- 114. Utility Plant Acquisition Adjustments
- 115. Accumulated Amortization of Utility Plant Acquisition Adjustments
- 116. Other Utility Plant Adjustments

Other Property and Investments

- 121. Nonutility Property
- 122. Accumulated Depreciation and Amortization of Nonutility Property
- 123. Investments in Associated Companies
- 124. Utility Investments
- 125. Other Investments
- 126. Sinking Funds
- 127. Other Special Funds

Current and Accrued Assets

- 131. Cash
 - 131.1 Cash on Hand
 - 131.2 Cash in Bank
- 132. Special Deposits
- 133. Other Special Deposits
- 134. Working Funds
- 135. Temporary Cash Investments
- 141. Customer Accounts Receivable
- 142. Other Accounts Receivable
- 143. Accumulated Provision for Uncollectible Accounts—Cr.
- 144. Notes Receivable
- 145. Accounts Receivable from Associated Companies
- 146. Notes Receivable from Associated Companies
- 151. Plant Materials and Supplies
- 152. Merchandise

- 153. Other Materials and Supplies
- 161. Stores Expense
- 162. Prepayments
- 171. Accrued Interest and Dividends Receivable
- 172. Rents Receivable
- 173. Accrued Utility Revenues – Unbilled Revenues
- 174. Miscellaneous Current and Accrued Assets

Deferred Debits

- 181. Unamortized Debt Discount and Expense
- 182. Extraordinary Property Losses
- 183. Preliminary Survey and Investigation Charges
- 184. Clearing Accounts
- 185. Temporary Facilities
- 186. Miscellaneous Deferred Debits
 - 186.1 Deferred Rate Case Expense
 - 186.2 Other Deferred Debits
- 187. Research and Development Expenditures

EQUITY CAPITAL AND LIABILITIES

Equity Capital

- 214. Appropriate Retained Earnings
- 215. Unappropriate Retained Earnings
 - 215.1 Retained Earnings from Income Before Contributions
 - 215.2 Donated Capital

Long-Term Debt

- 221. Bonds
- 222. Reacquired Bonds
- 223. Advances from Associated Companies
- 224. Other Long-Term Debt

Current and Accrued Liabilities

- 231. Accounts Payable
- 232. Notes Payable
- 233. Accounts Payable to Associated Companies
- 234. Notes Payable to Associated Companies
- 235. Customer Deposits
- 236. Accrued Taxes

- 237. Accrued Interest
 - 237.1 Accrued Interest on Long-Term Debt
 - 237.2 Accrued Interest on Other Liabilities
- 239. Matured Long-Term Debt
- 240. Matured Interest
- 241. Tax Collections Payable
- 242. Miscellaneous Current and Accrued Liabilities

Deferred Credits

- 251. Unamortized Premium on Debt
- 252. Advances for Construction
- 253. Other Deferred Credits

Other Non-Current Liabilities

- 261. Accumulated Provision for Property Insurance
- 262. Accumulated Provision for Injuries and Damages
- 263. Accumulated Provision for Pensions and Benefits
- 265. Accumulated Miscellaneous Operating Provisions
- 266. Accumulated Provision for Rate Refunds

BALANCE SHEET ACCOUNTS

Utility Plant

101. Utility Plant in Service

- A. This account is the control account for plant accounts 301 through 348.
- B. This account shall include the original cost of utility plant, included in the plant accounts prescribed herein and in similar accounts for other utility departments, owned and used by the utility in its utility operations, and having an expected life in service of more than one year from date of installation, including such property owned by the utility but held by nominees. Separate sub-accounts shall be maintained hereunder for each utility department and/or division.
- C. The cost of additions to and betterments of property leased from others, which are includible in this account, shall be recorded in subdivisions separate and distinct from those relating to owned property (see Accounting Instruction 23).

102. Utility Plant Leased to Others

- A. This account shall include the original cost of utility plant owned by the utility, but leased to others as operating units or systems, where the lessee has exclusive possession.
- B. The property included in this account shall be classified according to the detailed accounts prescribed for utility plant in service and this account shall be maintained in such detail as though the property were used by the owner in its utility operations.

103. Property Held for Future Use

- A. This account shall include the original cost of property owned and held for future use in utility service under a definite plan for such use. There shall be included herein property acquired but never used by the utility in utility service, but held for such service in the future under a definite plan, and property previously used by the utility in utility service, but retired from such service and held pending its reuse in the future, under a definite plan, in utility service.
- B. In the event that property recorded in this account shall no longer be needed or appropriated for future utility operations, the company shall make journal entries to remove such property from this account.

- C. Gains or losses from the sale of land and land rights or other disposition of such property previously recorded in this account and not placed in utility service shall be recorded directly in account 414 – Gains (Losses) from Disposition of Utility Property. However, when determined to be significant the gain or loss shall be transferred to account 253 – Other Deferred Credits, or account 186 – Miscellaneous Deferred Debits. Such deferred amounts shall then be amortized to account 414 – Gains (Losses) from Disposition of Utility Property.
- D. The property included in this account shall be classified according to the detailed accounts prescribed for utility plant in service and the account shall be maintained in such detail as though the property were in service. Separate sub-accounts shall be maintained hereunder for each utility department for which plant is held for future use.

Note:--Materials and supplies, and meters held in reserve, and normal spare capacity of plant in service shall not be included in this account.

104. **Utility Plant Purchased or Sold**

- A. This account shall be debited with the cost of utility plant acquired as an operating unit or system by purchase, merger, Consolidation, liquidation, or otherwise, and shall be credited with the selling price of like property transferred to others pending the distribution to appropriate accounts in accordance with Accounting Instruction 22.
- B. Within six months from the date of acquisition or transfer of property recorded herein, (unless otherwise directed by the Authority) the utility shall file with the Authority the proposed journal entries to clear from this account the amounts recorded herein.
- C. When an existing water system or operating unit is acquired the utility shall be obligated to obtain, from the party acquired from, all existing records, including records of plant construction dates and costs, and records of accumulated depreciation applicable to such properties.

105. **Construction Work in Progress**

- A. This account shall include the total of the balances of work orders for utility plant in process of construction but not ready for service at the date of the balance sheet.
- B. Work orders shall be cleared from this account as soon as practicable after completion of the job. Further, if a project, such as pumping station or treatment plant, is designated to consist of two or more units which may be placed in service at different dates, any expenditures which are common to and which will be used in the operation of the

project as a whole shall be included in utility plant in service upon the completion and the readiness for service of the first unit. Any expenditure, which is identified exclusively with units of property, not yet in service shall be included in this account.

- C. Expenditures on research and development projects for construction of utility facilities are to be included in a separate subdivision in this account. Records must be maintained to show separately each project along with complete detail of the nature and purpose of the research and development project together with the related costs.

106. **Completed Construction Not Classified**

At the end of the year, this account shall include the total of the balances of work orders for utility plant which has been completed and placed in service but which work orders have not been classified for transfer to the detailed utility plant accounts.

Note:-- The classification of utility plant in service by accounts is required. The utility shall also report the balance in this account tentatively classified as accurately as practicable according to prescribed account classifications. The purpose of this provision is to avoid any significant omissions in reported amounts of utility plant in service.

108. **Accumulated Depreciation**

- A. This account shall reflect the depreciation accumulated on plant used in water utility service.
- B. The utility shall maintain separate sub-accounts corresponding with the depreciable plant accounts, in which the accumulated depreciation total is segregated.
- C. The following sub-accounts shall be maintained:

108.1 **Accumulated Depreciation of Utility Plant in Service**

- A. This account shall be credited with the following:
 - (1) Amounts debited to account 403 – Depreciation Expense, to account 416 – Costs and Expenses of Merchandising, Jobbing and Contract Work, or to clearing accounts for current depreciation expense.
 - (2) Amounts of depreciation applicable to utility properties acquired as operating units or systems (see Accounting Instruction 21).

- (3) Amounts debited to account 182 – Extraordinary Property Losses.

Note:--See Accounting Instruction 9 and account 439 regarding adjustments for past accrued depreciation.

- B. At the time of retirement of depreciable utility plant in service, this account shall be debited with the book cost of the property retired plus the cost of removal, and shall be credited with the salvage value and any other amounts recovered, such as insurance. When retirement cost of removal and salvage are entered originally in retirement work orders, the net total of such work orders may be included in a separate sub-account hereunder. Upon completion of the work order, the proper distribution to subdivisions of this account shall be made as provided in the following paragraph.
- C. When transfers of plant are made from one utility plant account to another, or from or to another utility department, or from or to nonutility property, the accounting for the related accumulated depreciation shall be as provided in Accounting Instruction 28.
- D. The utility is restricted in its use of this accumulated depreciation account to the purposes set forth above. It shall not divert any portion of this account or make any other use thereof.

108.2 Accumulated Depreciation of Utility Plant Leased to Others

- A. This account shall be credited with amounts debited to account 413 – Income from Utility Plant Leased to Others, for current depreciation expense of property included in account 102 – Utility Plant Leased to Others. Include, also, credits for depreciation applicable to leased plant acquired as operating units or systems, to leased plant donated to the utility or for losses transferred to account 182 – Extraordinary Property Losses.
- B. The requirements of account 108.1 – Accumulated Depreciation of Utility Plant in Service, regarding retirements chargeable thereto and of subsidiary data to be maintained shall be applicable likewise to this account.
- C. The utility is restricted in its use of this accumulated depreciation account to the purposes set forth above. It shall not divert any portion of this account or make any other use thereof without authorization by the Authority.

Note:--See Accounting Instruction 9 and account 439 regarding adjustments for past accrued depreciation.

108.3 Accumulated Depreciation of Property Held for Future Use

- A. This account shall be credited with amounts debited to account 426 – Miscellaneous Nonutility Expenses, for depreciation expense on property included in account 103 – Property Held for Future Use. Include, also, the balance of accumulated depreciation on property that may be transferred to account 103 – Property Held for Future Use, from other property accounts.
- B. The utility is restricted in its use of accumulated depreciation to the purposes set forth above. It shall not transfer any portion of this account or make any other use thereof.

Note:--Normally, this account will not be used for current depreciation provisions because, as provided herein, the service life during which depreciation is computed commences with the date property is includible in utility plant in service. However, if special circumstances indicate the propriety of current accruals for depreciation, such charges shall be made to account 426 – Miscellaneous Nonutility Expenses.

110. Accumulated Amortization

- A. This account shall reflect the amortization accumulated on plant used in water utility service.
- B. The utility shall maintain separate sub-accounts corresponding with the amortizable plant accounts, in which the accumulated amortization total is segregated.
- C. The following sub-accounts shall be maintained:

110.1 Accumulated Amortization of Utility Plant in Service

- A. This account shall be credited with amounts debited to account 407.1 – Amortization of Limited Term Plant, for the current amortization of limited term utility investments. It shall be credited also with amounts, which may be debited to account 407.3 – Amortization of Other Utility Plant, or to account 426 – Miscellaneous Nonutility Expenses, to amortize intangible or other utility plant that does not have a definite or terminable life and is not subject to charges for depreciation expense.
- B. When any property to which this account applies is sold, relinquished, or otherwise retired from service, this account shall be debited with the amount previously credited in respect to such property. The book cost of the property so retired less the

amount chargeable to this account and less the net proceeds realized at retirement shall be included in account 414 – Gains (Losses) from disposition of Utility Property.

- C. The utility is restricted in its use of accumulated amortization to the purposes set forth above. It shall not divert any portion of this account or make any other use thereof.

Note:--See Accounting Instruction 9 and account 439 regarding adjustments for past accrued amortization.

110.2 Accumulated Amortization of Utility Plant Leased to Others

- A. This account shall be credited with amounts debited to account 413 – Income from Utility Plant Leased to Others, for the current amortization of limited-term or other investments subject to amortization included in account 102 – Utility Plant Leased to Others.
- B. When any property to which this account applies is sold, relinquished or otherwise retired from service, this account shall be debited with the amount previously credited in respect to such property. The book cost of the property so retired less the amount chargeable to this account and less the net proceeds realized at retirement shall be included in account 414 – Gains (Losses) from Disposition of Utility Property.
- C. Records shall be maintained so as to show separately the balance applicable to each class of property, which is being amortized.
- D. The utility is restricted in its use of the accumulated provision for amortization to the purposes set forth above. It shall not transfer any portion of this account or make any other use thereof.

Note:--See Accounting Instruction 9 and account 439 regarding adjustments for past accrued amortization.

114. Utility Plant Acquisition Adjustments

- A. This account shall include the difference between (a) the cost to the accounting utility of utility plant acquired as an operating unit or system by purchase, merger, consolidation, liquidation, or otherwise, and (b) the original cost, estimated, if not known, of such property, less the amount or amounts credited by the accounting utility at the time of acquisition to accumulated depreciation, accumulated amortization and capital contributions with respect to such property.

- B. This account shall be subdivided so as to show the amounts included herein for each property acquisition and the amounts applicable to each utility department and to utility plant in service and utility plant leased to others (See Accounting Instruction 22).
- C. The amounts recorded in this account with respect to each property acquisition shall be amortized, or otherwise disposed of, as the Authority may approve or direct.

115. Accumulated Amortization of Utility Plant Acquisition Adjustments

This account shall be credited or debited with amounts which are includible in account 406 – Amortization of Utility Plant Acquisition Adjustments, or account 426 – Miscellaneous Nonutility Expenses, for the purpose of providing for the extinguishment of amounts in account 114 – Utility Plant Acquisition Adjustments.

116. Other Utility Plant Adjustments

- A. This account shall include the difference between the original costs, estimated if not know, and the book cost of utility plant to the extent that such difference is not properly includible in account 114 – Utility Plant Acquisition Adjustments (see Accounting Instruction 18c).
- B. Amounts included in this account shall be classified in such a manner as to show the origin of each amount and the manner of disposal.

Note:--The provision of this account shall not be constructed as approving or authorizing the recording of appreciation of utility plant.

Other Property and Investments

121. Nonutility Property

- A. This account shall include the book cost of land, structures, equipment or other tangible or intangible property owned by the utility, but not used in utility service and not properly includible in account 103 – Property Held for Future Use.
- B. This account shall be subdivided so as to show the amount of property used in operations which are nonutility in character but nevertheless constitute a distinct operating activity of the company (such as plant merchandising and repair where such activity is not classed as utility) and the amount of miscellaneous property not used in operations. The records in support of each sub account shall be maintained so as to show an appropriate classification of the property.

Note:--For transfers from utility plant accounts (see Accounting Instructions 28b).

122. Accumulated Depreciation and Amortization of Nonutility Property

This account shall include the accumulated depreciation and amortization applicable to property other than utility plant.

123. Investment in Associated Companies

- A. This account shall include the book cost of investments in securities issued or assumed by associated companies (See definition 5) and investment advances to such companies, including interest accrued thereon when such interest is not subject to current settlement. Include also the offsetting entry to the recording of amortization of discount or premium on interest bearing investments (See account 419 – Interest and Dividend Income).
- B. The account shall be maintained in such manner as to show the investment in securities of, and advances to, each associated company together with full particulars regarding any of such investments that are pledged.

Note A:--Securities and advances of associated companies owned and pledged shall be included in this account, but such securities, if held in special deposits or in special funds, shall be included in the appropriate deposit or fund account. A complete record of securities pledged shall be maintained.

Note B:--Securities of associated companies held as temporary cash investments are includible in account 135 – Temporary Cash Investment.

Note C:--Balances in open accounts with associated companies, which are subject to current settlement, are includible in account 145 – Accounts Receivable from Associated Companies.

Note D:--The utility may write down the cost of any security in recognition of a decline in the value thereof. Securities shall be written off or written down to nominal value if there is no reasonable prospect of substantial value. Fluctuations in market value shall not be recorded but a permanent impairment in the value of securities shall be recognized in the accounts. When securities are written off or written down, the amount of the adjustment shall be debited to account 426 – Miscellaneous Nonutility Expenses, or to an appropriate account for provisions for loss in value established as a separate subdivision of this account.

124. Utility Investments

This account shall include the book cost of investments in securities issued or assumed by nonassociated companies for the purpose of insuring adequate water service (i.e., source of water supply).

125. Other Investments

- A. This account shall include the book cost of investments in securities issued or assumed by nonassociated companies, investment advances to such companies, and any investments not accounted for elsewhere.

Include also the offsetting entry to the recording of amortization of discount or premium on interest bearing investments (See account 419 – Interest and Dividend Income).

- B. The records shall be maintained in such manner as to show the amount of each investment and the investment advances to each person.

Note A:--Securities owned and pledged shall be included in this account, but securities held in special deposits or in special funds shall be included in appropriate deposit or fund accounts. A complete record of securities pledged shall be maintained.

Note B:--Securities held as temporary cash investments shall not be included in this account.

Note C:--See Note D of account 123.

126. **Sinking Funds**

This account shall include the amount of cash and book cost of investments held in sinking funds. A separate account, with appropriate title, shall be kept for each sinking fund. Transfers from this account-to-account 133 – Other Special Deposits, may be made as necessary for the purpose of paying matured sinking fund obligations, or obligations called for redemption but not presented, or the interest thereon.

127. **Other Special Funds**

This account shall include the amount of cash and book cost of investments that have been segregated in special funds for insurance, employee pensions, savings, relief, hospital, and other purposes not provided for elsewhere. A separate account, with appropriate title, shall be kept for each fund.

Note:--Amounts deposited with a trustee under the terms of an irrevocable trust agreement for pensions or other employee benefits shall not be included in this account.

Current and Accrued Assets

Current and accrued assets (See Accounting Instruction 5) are cash, those assets, which are readily converted into cash or are, held for current use in operations or construction, current claims against others, payment of which are reasonably assured, and amounts accruing to the utility that is subject to current settlement, except such items for which accounts designated as current and accrued assets are provided. There shall not be included in the group of accounts designated as current and accrued assets any item, the amount of collect ability of which is not reasonably assured, unless an adequate provision for possible loss has been made therefore. Items of current character but of doubtful value may be written down and for record purposes carried in these accounts at nominal value.

131. **Cash**

A. This account shall include the amount of cash on hand or on deposit in banks not specifically includible in other asset accounts.

B. The following sub accounts shall be maintained:

131.1 Cash on hand. (Including change fund and imprest funds.)

131.1.1 Cash in bank.

132. **Special Deposits**

This account shall include special deposits with fiscal agents or others for the payment of interest and/or dividends.

133. **Other Special Deposits**

This account shall include deposits with fiscal agents or others for purposes other than the payment of interest and dividends. Such deposits may include cash deposited with federal, state, or municipal authorities as a guaranty for the fulfillment of obligations; cash deposited with trustees to be held until mortgaged property is sold, destroyed, or otherwise disposed of is replaced; cash realized from the sale of the accounting utility's securities and deposited with trustees to be held until invested in property of the utility. Entries to this account shall specify the purpose for which the deposit is made.

Note:--Assets available for general corporate purposes shall not be included in this account. Further, deposits for more than one year, which are not offset by current liabilities, shall not be charged to this account but to account 127 – Other Special Funds.

134. **Working Funds**

This account shall include cash advances to officers, agents, employees, and others, as prepayments for expenses pending final disposition.

Note:--Upon receipt of expenditure documents and the determination of the actual expenses, this account is to be credited for the actual expenses and the appropriate expense accounts debited. Any unused portion of the advance is to be returned to the cash account. If the actual expenses exceed the advance, this account is credited for the full amount of the advance, cash is to be credited for the excess, and the actual expense accounts are debited.

135. **Temporary Cash Investments**

A. This account shall include the book cost of investments, such as demand and time loans, bankers' acceptances, United States Treasury certificates, marketable securities, certificates of deposit, and other similar investments, acquired for the purpose of temporarily investing cash.

- B. This account shall be so maintained as to show separately temporary cash investments in securities of associated companies and of others. Records shall be kept of any pledged investments.

141. Customer Accounts Receivable

- A. This account shall include amounts due from customers for utility service. This account shall not include amounts due from associated companies.
- B. This account shall be maintained so as to show separately amounts due from each type of utility service including water revenues, miscellaneous debits, tap-on fees, etc.

142. Other Accounts Receivable

- A. This account shall include amounts due the utility upon open accounts, plus merchandising, jobbing and contract work, other than amounts due from associated companies and from customers for utility services.
- B. This account shall be maintained so as to show separately amounts due on subscriptions to capital stock and from officers and employees, but the amount shall not include amounts advanced to officers or others as working funds (See account 134 – Working Funds).

143. Accumulated Provision for Uncollectible Accounts—Cr

- A. This account shall be credited with amounts provided for loss on accounts receivable which may become uncollectible, and also with collections on accounts previously debited hereto. Concurrent debits shall be made to account 670 – Bad Debt Expense, for amounts applicable to utility operations, and to corresponding accounts for other operations. Records shall be maintained so as to show the write-offs of accounts receivable for each utility department.
- B. This account shall be subdivided to show the provision applicable to the following classes of accounts receivable:

Utility Customers
Merchandising, Jobbing and Contract Work
Officers and Employees
Others

C. Each utility should have a written plan for utilization of this account.

Note A:--Accretions to this account shall not be made in excess of a reasonable provision against losses of the character provided for.

Note B:--If provisions for uncollectible note receivable or for uncollectible receivables from associated companies are necessary, separate sub accounts therefore shall be estimated under the account in which the receivable is carried.

144. Notes Receivable

This account shall include the book cost, not includible elsewhere, of all collectible obligations in the form of notes receivable and similar evidences (except interest coupons) of money due on demand or within one year from the date of issue, except, however, notes receivable from associated companies (See account 135 – Temporary Cash Investments, and account 146 – Notes Receivable from Associated Companies).

Note:--The face amount of notes receivable discounted, sold or transferred, without releasing the utility from liability as endorser thereon, shall be credited to a separate subdivision of this account and appropriate disclosure shall be made in financial statements of any contingent liability arising from such transactions.

145. Accounts Receivable from Associated Companies

See account 146.

146. Notes Receivable from Associated Companies

These accounts shall include notes and drafts upon which associated companies are liable, and which mature and are expected to be paid in full not later than one year from date of issue, together with any interest thereon, and debit balances subject to current settlement on open accounts with associated companies. Items which do not bear a specified due date but which have been carried for more than twelve months and items which are not paid within twelve months from due date shall be transferred to account 123 – Investment in Associated Companies.

Note:--The face amount of notes receivable discounted, sold or transferred without releasing the utility from liability as endorser thereon, shall be credited to a separate subdivision of this account and appropriate disclosure shall be made in financial statements of any contingent liability arising from such transaction.

151. Plant Materials and Supplies

A. This account shall include the cost of fuel on hand and materials purchased primarily for use in the utility business for construction, operation and maintenances purposes. It shall include also the book cost of materials recovered in connection with construction, maintenance of

the retirement of property, such as materials being credited to construction maintenance of accumulated depreciation, respectively, and included herein as follows:

- (1) Reusable materials consisting of large individual items shall be included in this account at original cost, estimated if not known. The cost of repairing such items shall be debited to the maintenance account appropriate for the previous use.
- (2) Reusable materials consisting of relatively small items, the identity of which (from the date or original installation to the final abandonment or sale thereof) cannot be ascertained without undue refinement in accounting, shall be included in this account at current prices for such items. The cost of repairing such items shall be debited to the appropriate expense account as indicated by previous use.
- (3) Scrap and nonusable materials included in this account shall be carried at the estimated net amount realizable there from. The difference between the amounts realized for scrap and nonusable materials sold and the net amount at which the materials were carried in this account, as far as practicable, shall be adjusted to the accounts credited when the materials were debited to this account.

B. Materials and supplies issued shall be credited hereto and debited to the appropriate construction, operating expense, or other account on the basis of a unit price determined by the use of cumulative average, first-in-first-out, or such other method of inventory accounting as conforms with generally accepted accounting principles consistently applied.

- (1) Invoice price of materials less cash or other discounts.
- (2) Freight, switching or other transportation charges when practicable to include as part of the cost of particular materials to which they relate.
- (3) Customs, duties and excise taxes.
- (4) Costs of inspection and special tests prior to acceptance.
- (5) Insurance and other directly assignable charges.

Note:--Where expenses applicable to materials purchased cannot be directly assigned to a particular purchase, they shall be debited to account 161 – Stores Expenses.

C. If the utility desires to maintain a separate account for fuel, it should be handled as a separate subaccount of this account.

152. **Merchandise**

This account shall include the book cost of materials and supplies held primarily for merchandising, jobbing and contract work. The principles prescribed in accounting for utility materials and supplies shall be observed in respect to items carried in this account.

153. **Other Materials and Supplies**

This account shall include the book cost of materials and supplies held primarily for nonutility purposes. The principles prescribed in accounting for utility materials and supplies shall be observed in respect to items carried in this account.

161. **Stores Expense**

- A. This account shall include the cost of supervision; labor and expenses incurred in the operation of general storerooms, including purchasing, storage, handling and distribution of materials and supplies.
- B. This account shall be cleared by adding to the cost of materials and supplies issued a suitable loading charge, which will distribute the expense equitably over stores issues. The balance in the account at the close of the year shall not exceed the amount of stores expenses reasonably attributable to the inventory of materials and supplies.

Items

Labor:

- 1. Inspecting and testing materials and supplies when not assignable to specific items.
- 2. Unloading from shipping facility and putting in storage.
- 3. Supervision of purchasing and stores department to extent assignable to materials handled through stores.
- 4. Getting materials from stock and in readiness to go out.
- 5. Inventorying stock received or stock on hand by stores employees but not including inventories by general department employees as part of internal or general audits.
- 6. Purchasing department activities in checking materials needs, investigating sources of supply, analyzing prices, preparing and placing orders, and related activities to extent applicable to materials handled through stores. (Optional Purchasing department expenses may also be included in administrative and general expenses).
- 7. Maintaining stores equipment.

8. Cleaning and tidying storerooms and stores offices.
9. Keeping stock records, including recording and posting of material receipts and issues and maintaining inventory record of stock.
10. Collecting and handling scrap materials in stores.

Supplies and Expenses:

11. Adjustments of inventories of materials and supplies but not including large differences which can readily be assigned to important classes of materials and can be equitably distributed among the accounts to which such classes of materials have been charged since the previous inventory.
12. Cash and other discounts not practically assignable to specific materials.
13. Freight, express, etc., when not assignable to specific items.
14. Heat, light and power for storerooms and stores offices.
15. Brooms, brushes, sweeping compounds and other supplies used in cleaning and tidying storerooms and stores offices.
16. Injuries and damages.
17. Insurance on materials and supplies and on stores equipment.
18. Losses due to breakage, leakage, evaporation, fire or other causes, less credits for amounts received from insurance, transportation companies or others in compensation of such losses.
19. Postage, printing, stationery and office supplies.
20. Rent of storage space and facilities.
21. Communication service.
22. Excise and other similar taxes not assignable to specific materials.
23. Transportation expense on inward movement of stores and on transfer between storerooms but not including charges on materials recovered from retirements, which shall be accounted for as part of cost of removal.

Note:--A physical inventory of each class of materials and supplies shall be made every year.

162. Prepayments

- A. This account shall include the amounts representing prepayments of insurance, rents, interest and miscellaneous items and shall be kept or supported in such manner as to disclose the amount of each class of prepayment.
- B. This account shall include the amount of taxes paid in advance of the period in which they are chargeable to income, except amounts chargeable to water plant under construction and minor amounts which may be debited direct to the final accounts. As the term expires for which the taxes are paid, this account shall be credited at monthly intervals and the appropriate account debited (Note also 408.11, 408.12, 408.13, 408.20).

171. Accrued Interest and Dividends Receivable

This account shall include the amount of interest on bonds, mortgages, notes, commercial paper, loans, open accounts, deposits, etc., the payment of which is reasonably assured and the amount of dividends declared or guaranteed on stocks owned.

Note A:--Interest which is not subject to current settlement shall not be included herein but in the account in which is carried the principal on which the interest is accrued.

Note B:--Interest and dividends receivable from associated companies shall be included in account 145 – Accounts Receivable from Associated Companies.

172. Rents Receivable

This account shall include rents receivable or accrued on property rented or leased by the utility to others.

Note:--Rents receivable from associated companies shall be included in account 145 – Accounts Receivable from Associated Companies.

173. Accrued Utility Revenues – Unbilled Revenues

At the option of the utility the estimated amount accrued for service rendered, but not billed at the end of any accounting period, may be included herein. In case accruals are made for unbilled revenues, they shall be made likewise for unbilled expenses, such as for the purchase of energy.

174. Miscellaneous Current and Accrued Assets

This account shall include the book cost of all other current and accrued assets appropriately designated and supported so as to show the nature of each asset included herein.

Deferred Debits

181. Unamortized Debt Discount and Expense

- A. This account shall include the total of the debit balances in the discount, expense, and premium accounts for all classes of long-term debt, determined as provided in the following paragraphs of this account.
- B. A discount, expense, and premium account shall be maintained for each class and series of long-term debt (including receivers' certificates) issued or assumed by the utility, in which shall be recorded the discount expense, and premium associated with the issuance and sale of each such class and series of debt. In starting the balance sheet, the total of the debit balances remaining in those accounts having debit balances

shall be reported under this account and the total of the credit balances remaining in those accounts having credit balances shall be reported under account 251 – Unamortized Premium on Debt. Accounts with debit balances shall not be set off against accounts with credit balances.

- C. The discount, expense, and premium shall be amortized over the life of the respective issues under a plan that will distribute the amounts equitably over the life of the securities. The amortization shall be on a monthly basis, and the amounts thereof shall be debited to account 428 – Amortization of Debt Discount and Expense, or credited to account 429 – Amortization of Premium on Debt, as may be appropriate. The utility may, however, accelerate the writing off of discount and expense where the amounts are insignificant.
- D. When any long-term debt is reacquired or redeemed without being converted into another form of long-term debt and when the transaction is not in connection with a refunding operation, the difference between the amount paid upon reacquirement and the face value plus the unamortized premium or less the unamortized discount and expense, as the case may be, applicable to the debt redeemed, retired and canceled, shall be included in account 421 – Nonutility Income, or account 426 – Miscellaneous Nonutility Expenses, as appropriate.
- E. When the redemption of one issue or series of bonds or other long-term obligations is financed by another issue or series before the maturity date of the first issue, account 421 – Nonutility Income, or account 426 – Miscellaneous Nonutility Expenses, shall be credited or debited, as appropriate, with any unamortized discount, expense or premium on the first issue and any premium paid or discount earned on the redemption. If the utility desires to amortize any of the discount, expense, or premium associated with the issuance of redemption of the first issue over a period subsequent to the date of redemption, the permission of the Authority must be obtained; provided, however, that special permission of the Authority shall not be necessary, if the utility proceeds with a plan of disposition of the discount, expense, and redemption premiums associated with the refunded bonds, as follows:
 - (1) A special charge is recorded in the year of refunding in account 428 – Amortization of Debt Discount and Expense, equal to the saving in income taxes arising from the refunding transactions;
 - (2) There is debited to account 426 – Miscellaneous Nonutility Expenses, in the year of refunding, any amounts of un amortized discount and expenses or redemption premiums relating to bonds or other long-term obligations previously refunded by the refunded bonds under immediate consideration, such amounts, sometimes being referred to as “grandfather items”; and,

- (3) The utility proceeds to amortize by equal monthly debits, from the date of refunding, the remainder of the charges associated with the refunded bonds, over a period not longer than that in which the savings in net annual interest and amortization charges equals the remainder of charges to be amortized, after taking into consideration the estimated additional taxes on income attributable to the saving in net annual interest and amortization charges.

- F. Discount, expense, or premium on debt shall not be included as part of the cost of construction or acquiring any property, tangible or intangible, except under the provisions of account 420 – Allowance for Funds Used During Construction.

182. Extraordinary Property Losses

- A. This account shall include extraordinary losses, net of income taxes, on property abandoned or otherwise retired from service which are not provided for by accumulated depreciation or amortization and which could not reasonably have been foreseen and provided for, and extraordinary losses, such as unforeseen damages to property, which could not reasonably have been anticipated and which are not covered by insurance or other provisions.
- B. The entire cost, less net salvage, of depreciable property retired shall be debited to accumulated depreciation. If all, or a portion, of the loss is to be included in this account, accumulated depreciation shall then be credited and this account debited with the amount properly chargeable hereto.

183. Preliminary Survey and Investigation Charges

- A. This account shall be charged with all expenditures for preliminary surveys, plans investigations, etc., made for the purpose of determining the feasibility of projects under contemplation. If construction results, this account shall be credited and the appropriate utility plant account debited. If the work is abandoned, the debit shall be to account 426 – Miscellaneous Nonutility Expenses, or to the appropriate operating expense account (see account 675 – Miscellaneous Expenses).
- B. The records supporting the entries to the account shall be so kept that the utility can furnish complete information as to the nature and the purpose of the survey, plans, or investigations and the nature and amounts of several charges.

Note:--The amount of preliminary survey and investigation charges transferred to utility plant shall not exceed the expenditures, which may reasonably be determined to contribute directly and immediately and without duplication to utility plant.

184. Clearing Accounts

- A. This caption shall include undistributed balances in clearing accounts at the date of the balance sheet. Balances in clearing accounts shall be substantially cleared not later than the end of the accounting year unless items held therein relate to a future period.
- B. Use of the following subaccounts is recommended. This list is intended to be representative but not exhaustive.

- 184.1 Building Service Expenses—Clearing
- 184.2 Electronic Data Processing Expenses—Clearing
- 184.3 Laboratory Expenses—Clearing
- 184.4 Payroll—Clearing
- 184.5 Shop Expenses—Clearing
- 184.6 Tools and Work Equipment Expenses—Clearing
- 184.7 Transportation Expenses—Clearing
- 184.8 Charges by Associated Companies—Clearing

185. Temporary Facilities

This account shall include amounts shown by work orders for plant installed for temporary use utility service for periods of less than one year. Such work orders shall be debited with the cost of temporary facilities and credited with payments received from customers and net salvage realized on removal of the temporary facilities. Any net credit or debit resulting shall be cleared to account 471 – Miscellaneous Service Revenues.

186. Miscellaneous Deferred Debits

- A. This account shall include all debits not elsewhere provided for, such as miscellaneous work in progress, losses on disposition of property, deferred by authorization of the Authority, and unusual or extraordinary expenses, not included in other accounts, which are in process of amortization, and items the proper final disposition of which is uncertain.
- B. The records supporting the entries to this account shall be so kept that the utility can furnish full information as to each deferred debit.
- C. The following subaccounts shall be maintained as a minimum unless otherwise authorized by the Authority. The utility may add additional subaccounts, if desired (such as deferred tank painting expense).

- 186.1 Deferred Rate Case Expense
- 186.2 Other Deferred Debits

187. Research and Development Expenditures

- A. This account shall include the cost of all expenditures coming within the meaning of Definition 26 of the Uniform System of Accounts, except those properly includible in account 105 – Construction Work in Progress.
- B. Costs that are minor of a general or recurring nature shall be transferred from this account-to-account 675 – Miscellaneous Expenses.
- C. In certain instances a utility may incur large and significant research expenditures which are nonrecurring and which would distort the annual research and development charges for the period. In such a case the portion, not of income taxes, of such amounts that cause the distortion may be amortized to account 675 – Miscellaneous Expenses, over a period not to exceed five years.
- D. The entries in this account must be so maintained as to show separately each project along with complete detail of the nature and purpose of the research and development project together with the related costs.

214. Appropriate Retained Earnings

This account shall include the amount of retained earnings which has been appropriated or set aside for specific purposes. Separate subaccounts shall be maintained under such titles as will designate the purpose for which each appropriation was made.

215. Unappropriated Retained Earnings

This account shall include the balance, either debit or credit, of unappropriated retained earnings. The following subaccounts shall be maintained:

- 215.1 Retained Earnings from Income Before Contributions
- 215.2 Donated Capital

221. Bonds

This account shall include, in a separate subdivision for each class and series of bonds, the face value of the actually issued and unmatured bonds which have not been retired or cancelled; also, the face value of such bonds issued by others the payment of which has been assumed by the utility.

222. Reacquired Bonds

- A. This account shall include the face value of bonds actually issued or assumed by the utility and reacquired by it and not paid, retired, or canceled. The account for reacquired debt shall not include securities that are held by trustees in sinking or other funds.
- B. When bonds are reacquired, the difference between face value, adjusted for unamortized discount, expense or premium and the amount paid upon reacquisition, shall be debited or credited as appropriate, to account 421 – Nonutility Income, or account 426 – Miscellaneous Nonutility Expenses (See, however, account 181, paragraph E, as to refunding operations).

223. Advances from Associated Companies

- A. This account shall include the face value of notes payable to associate companies and the amount of open book accounts representing advances from associated companies. It does not include note and open accounts representing indebtedness, subject to current settlement, which are includible in, account 233 – Accounts Payable to Associated Companies, or account 234 – Notes Payable to Associated Companies.
- B. The records supporting the entries to these accounts shall be so kept that the utility can furnish complete information concerning each note and open account.

224. Other Long-Term Debt

- A. This account shall include, until maturity, all long-term debt not otherwise provided for. This covers such items as receiver's certificates, real estate mortgages executed or assumed, assessments for public improvements, note and unsecured certificates of indebtedness not owned by associate companies, receipts outstanding for long-term debt, and other obligations maturing more than one year from date of issuance or assumption.
- B. Separate sub accounts shall be maintained for each class of obligation, and records shall be maintained to show separately for each class all details as to date of obligation, date of maturity, interest dates and rates, security for the obligation, etc.

Note:--Miscellaneous long-term debt reacquired shall be accounted for in accordance with the procedure set forth in account 222 – Reacquired Bonds.

Current and Accrued Liabilities

Current and accrued liabilities are those obligations, which have either matured or which become due within one year from the date thereof; except, however, bonds, receiver's certificates and similar obligations which shall be classified as long-term debt until date of maturity; accrued taxes, which shall be classified as accrued liabilities even though payable more than one year from date; compensation awards, which shall be classified as current liabilities regardless of date due; and minor amounts payable in installments that may be classified as current liabilities. If a liability is due more than one year from date of issuance or assumption by the utility, it shall be credited to a long-term debt account appropriate for the transaction except, however, the current liabilities previously mentioned.

231. Accounts Payable

This account shall include all amounts payable by the utility within one year, which are not provided for in other accounts.

232. Notes Payable

This account shall include the face value of all notes, drafts, and acceptance or other similar evidences of indebtedness, payable on demand or within a time not exceeding one year from date of issue to other than associated companies.

233. Accounts Payable to Associated Companies

This account shall include all amounts payable by the utility to associated companies that are not provided for in other accounts.

Note:--Exclude from this account amounts, which are includible in Account 223 – Advances from Associated Companies.

234. Notes Payable to Associated Companies

This account shall include amounts owing to associated companies on notes, drafts, acceptance or other similar evidences of indebtedness, payable on demand or within a time not exceeding one year from date of issue or creation.

Note:--Exclude from this account notes which are includible in Account 223 – Advances from Associated Companies.

235. Customer Deposits

This account shall include all amounts deposited with the utility by customers as security for the payment of bills. Subsidiary records shall be maintained to show the amount of deposit outstanding for each customer.

236. Accrued Taxes

- A. This account shall be credited with the amount of taxes accrued during the accounting period with corresponding debits being made to the appropriate accounts for tax charges. Such credits may be based upon estimates, but from time to time during the year, as the facts become known, the amount of the periodic credits shall be adjusted so as to include as nearly as can be determined in each year the taxes applicable thereto. Any amount representing a prepayment of taxes applicable to a period subsequent to the date of the balance sheet shall be shown under Account 162 – Prepayments.
- B. If accruals for taxes are found to be insufficient or excessive, correction therefore shall be made through current tax accruals. However, if such corrections are so large as to seriously distort current expenses, see Accounting Instruction 8.
- C. Accruals for taxes shall be based upon the net amounts payable after credit for any discounts, but shall not include any amounts for interest on tax deficiencies or refunds. Interest received on refund shall be credited to Account 419 – Interest and Dividend Income, and interest paid on deficiencies shall be charged to Account 427.5 – Interest – Other.
- D. The records supporting the entries to this account shall be kept so as to show for each class of taxes, the amount accrued, the basis for the accrual, the accounts to which debited and the amount of tax paid.

237. Accrued Interest

- A. This account shall include the amount of interest accrued but not matured on all liabilities of the utility not including, however, interest which is added to the principal of the debt on which incurred. Supporting records shall be maintained so as to show the amount of interest accrued on each obligation.
- B. The following subaccounts shall be maintained:
 - 237.1 Accrued Interest on Long-Term Debt
 - 237.2 Accrued Interest on Other Liabilities

239. Matured Long-Term Debt

This account shall include the amount of long-term debt (including any obligation for premiums) matured and unpaid, without specific agreement for extension of the time of payment, and bonds called for redemption but not presented.

240. Matured Interest

This account shall include the amount of matured interest on long-term debt or other obligations of the utility at the date of the balance sheet unless such interest is added to the principal of the debt on which incurred.

241. Tax Collections Payable

This account shall include the amount of taxes collected by the utility through payroll deductions or otherwise pending transmittal of such taxes to the proper taxing authority.

Note:--Do not include liability for taxes assessed directly against the utility which are accounted for as part of the utility's own tax expense.

242. Miscellaneous Current and Accrued Liability

This account shall include the amount of all other current and accrued liabilities not provided for elsewhere appropriately designed and supported so as to show the nature of each liability.

Deferred Credits

251. Unamortized Premium on Debt

This account shall include the total of the credit balances in the discount, expense and premium accounts, for all classes of long-term debt, including receivers' certificates (see account 181 – Unamortized Debt Discount and Expense).

252. Advances for Construction

This account shall include advances by or in behalf of customers for construction, which are to be refunded either wholly or in part. When a person is refunded the entire amount to which he is entitled according to the agreement or rule under which the advance was made, the balance, if any, remaining in this account shall be credited to account 432 – Proceeds from Capital Contributions.

253. Other Deferred Credits

This account shall include, gains on disposition of property, net of income taxes, deferred by authorization of the Commission, advance billings and receipts and other deferred credit items, not provided elsewhere, including amounts that cannot be entirely cleared or disposed of until additional information has been received.

Other Non-Current Liabilities

261. Accumulated Provision for Property Insurance

- A. This account shall include amounts reserved by the utility for self-insurance against losses through accident, fire, flood, or other hazards to its own property of property leased from others. The accruals to this account are to be charged to account 657 – Insurance-General Liability, or other appropriate accounts to cover such risks credited to this account. A schedule of risks covered by this reserve shall be maintained, giving a description of the property involved, the character of the risks covered and the rates used.
- B. Debits shall be made to this account for losses covered by self-insurance. Details of these debits shall be maintained according to the year the casualty occurred which gave rise to the loss.

262. Accumulated Provision for Injuries and Damages

- A. This account shall be credited with amounts to be debited to account 658 – Insurance – Worker’s Compensation, or other appropriate accounts, to meet the probable liability, not covered by insurance, for deaths or injuries to employees and others, and for damages to property neither owned nor held under lease by the utility.
- B. When liability for any injury or damage is admitted by the utility either voluntarily or because of the decision of a court of other lawful authority, such as a worker’s compensation board, the admitted liability shall be debited to this account and credited to the appropriate liability account. Details of these debits shall be maintained according to the year the casualty occurred which gave rise to the loss.

Note:--Recoveries or reimbursements for losses debited to this account shall be credited hereto; the cost of repairs to property of others if provided for herein, shall be debited to this account.

263. Accumulated Provision for Pensions and Benefits

- A. This account shall include provisions made by the utility and amounts contributed by employees, for pensions, accident and death benefits, savings, relief, hospital and other provident purposes, where the funds represented by the reserve are included in the assets of the utility either in general or in segregated fund accounts.
- B. Amounts paid by the utility for the purposes for which this reserve is established shall be debited hereto.

- C. A separate account shall be kept for each kind of reserve included herein.

Note:--If employee pension or benefit plan funds are not included among the assets of the utility but are held by outside trustees, payments into such funds, or accruals therefore shall not be included in this account unless required payments are made on a periodic and timely basis to the outside trustees of the various funds.

265. Accumulated Miscellaneous Operating Provisions

- A. This account shall include all operating reserves maintained by the utility that are not provided for elsewhere.
- B. This account shall be maintained in such manner as to show the amount of each separate reserve and the nature and amounts of the debits and credits thereto.

Note:--This account includes only such reserves as may be created for operating purposes and does not include any reservations of income the credits for which should be carried in account 214 – Appropriated Retained Earnings.

266. Accumulated Provision for Rate Refunds

- A. This account shall be credited with amounts debited to account 475 – Provision for Rate Refunds to provide for estimated refunds where the utility is collecting amounts in rates subject to refund.
- B. When a refund of any amount recorded in this account is ordered by a regulatory authority, such amount shall be debited hereto and credited to account 241 – Miscellaneous Current and Accrued Liabilities.
- C. Records supporting the entries to this account shall be kept so as to identify each amount recorded by the respective rate filing docket number.

WATER UTILITY PLANT ACCOUNTS

1

Intangible Plant

301.	Organization	301.1
302.	Franchises	302.1
303.	Land and Land Rights	XXXXX
304.	Structures and Improvements	XXXXX
305.	Collecting and Impounding Reservoirs	XXXXX
306.	Lake, River and Other Intakes	XXXXX
307.	Wells and Springs	XXXXX
308.	Infiltration Galleries and Tunnels	XXXXX
309.	Supply Mains	XXXXX
310.	Power Generation Equipment	XXXXX
311.	Pumping Equipment	XXXXX
320.	Water Treatment Equipment	XXXXX
330.	Distribution Reservoirs and Standpipes	XXXXX
331.	Transmission and Distribution Mains	XXXXX
333.	Services	XXXXX
334.	Meters and Meter Installations	XXXXX
335.	Hydrants	XXXXX
339.	Other Plant and Miscellaneous Equipment	339.1
340.	Office Furniture and Equipment	XXXXX
341.	Transportation Equipment	XXXXX
342.	Stores Equipment	XXXXX
343.	Tools, Shop and Garage Equipment	XXXXX
344.	Laboratory Equipment	XXXXX
345.	Power Operated Equipment	XXXXX
346.	Communication Equipment	XXXXX
347.	Miscellaneous Equipment	XXXXX
348.	Other Tangible Plant	XXXXX

WATER UTILITY PLANT ACCOUNTS

2	3	4	5
Source of Supply and Pumping	Water Treatment Plant	Transmission and Distribu- tion Plant	General Plant
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
303.2	303.3	303.4	303.5
304.2	304.3	304.4	304.5
305.2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
306.2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
307.2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
308.2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
309.2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
310.2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
311.2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	320.3	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	330.4	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	331.4	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	333.4	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	334.4	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	335.4	XXXXXXXXXX
339.2	339.3	339.4	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	340.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	341.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	342.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	343.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	344.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	345.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	346.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	347.5
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	348.5

WATER UTILITY PLANT ACCOUNTS

The water utility plant accounts have been designed utilizing an account matrix. The matrix employs a list of object accounts which in effect act as control accounts. The object accounts are further segregated by the matrix into classifications by functions or subaccounts. The instructions for segregating the object account to the function subaccounts are contained in Accounting Instruction 33. Listed below are the object descriptions.

301. Organization

This account shall include all fees paid to federal or state governments for the privilege of incorporation and expenditures incident to organizing the corporation, partnership or other enterprise and putting it into readiness to do business. A sample of items to be included in this account are listed below.

1. Actual cost of obtaining certificates authorizing an enterprise to engage in the public utility business.
2. Fees and expenses for incorporation.
3. Fees and expenses for mergers or consolidations.
4. Office expenses incident to organizing the utility.

Note A:--This account shall not include any discounts upon securities issued or assumed; nor shall it include any costs incident to negotiating loans, selling bonds or other evidences of debt, or expenses in connection with the authorization, issuance and sale of capital stock.

Note B:--Where charges are made to this account for expenses incurred in mergers, consolidations or reorganizations, amounts previously included herein or in similar accounts in the books of the companies concerned shall be excluded from this account.

302. Franchises

This account shall include amounts paid to the federal government, to a state or to a political subdivision thereof in consideration for franchises, consents or certificates, running in perpetuity or for a specified term of more than one year, together with necessary and reasonable expenses incident to procuring such franchises, consents or certificates of permission and approval, including expenses of organizing and merging separate corporations, where statutes require solely for the purpose of acquiring franchises.

- A. If a franchise or certificate is acquired by assignment, the charge to this account in respect thereof shall not exceed the amount paid therefore by the utility to the assignor, nor shall it exceed the amount paid by the original grantee, plus the expense of acquisition to such grantee. Any excess of the amount actually paid by the utility over the amount above specified shall be debited to account 426 – Miscellaneous Nonutility Expenses.

- B. When any franchise has expired, the book cost thereof shall be debited to account 426 – Miscellaneous Nonutility Expense, or to account 110.1 – Accumulated Amortization of Utility Plant in Service, as appropriate.
- C. Records supporting this account shall be kept so as to show separately the book cost of each franchise.

Note:--Annual or other periodic payments under franchises shall not be included herein but in the appropriate expense account.

303. **Land and Land Rights**

This account shall include the cost of land and land rights used in connection with source of supply, pumping, water treatment plant, transmission and distribution, and general plant operations (see Accounting Instruction 25). A sample of items to be included in this account are listed below:

1. Bulkheads buried, not requiring maintenance or replacement.
2. Cost, first, of acquisition including mortgages and other liens assumed (but not subsequent interest thereon).
3. Condemnation proceedings, including court and counsel costs.
4. Consents and abutting damages, payment for.
5. Conveyances' and notaries' fees.
6. Fees, commissions, and salaries to brokers, agents, and others in connection with the acquisition of land or land rights.
7. Leases, cost of voiding upon purchase to secure possession of land.
8. Removing, relocating, or reconstructing property of others, such as buildings, highways, railroads, bridges, cemeteries, churches, telephone and power lines, etc., in order to acquire quiet possession.
9. Retaining walls unless identified with structures.
10. Special assessments levied by public authorities for public improvements on the basis of benefits for new roads, new bridges, new sewers, new curbing, new pavement, and other public improvements, but not taxes levied to provide for the maintenance of such improvements.
11. Surveys in connection with the acquisition, but not amounts paid for topographical surveys and maps where such costs are attributable to structures or plant equipment erected or to be erected or installed on such land.
12. Taxes assumed, accrued to date of transfer of title.
13. Title, examining, clearing, insuring and registering in connection with the acquisition and defending against claims relating to the period prior to the acquisition.
14. Appraisals prior to closing title.
15. Cost of dealing with distributees or legatees residing outside of the state or county, such as recording power of attorney, recording will or exemplification of will, recording satisfaction of state tax.

16. Filing satisfaction of mortgage.
17. Documentary stamps.
18. Photographs of property at acquisition.
19. Fees and expenses incurred in the acquisition of water rights and grants.
20. Cost of fill to extend bulkhead line over land under water, where riparian rights are held, which is not occasioned by the erection of a structure.
21. Sidewalks and curbs constructed by the utility on public property.
22. Labor and expenses in connection with securing rights-of-way, when performed by company employees and company agents.

304. **Structures and Improvements**

This account shall include cost in place of structures and improve improvements used in connection with source of supply, pumping, water treatment, transmission and distribution and general plant (see Accounting Instruction 26). A sample of items to be included in this account are listed below:

1. Architects' plans and specifications including supervision.
2. Boilers, furnaces, piping, wiring, fixtures and machinery for heating, lighting, signaling, ventilating, and air conditioning systems, plumbing, vacuum cleaning systems, incinerator and smoke pipe, flues, etc.
3. Bulkheads, including dredging, riprap fill, piling, decking, concrete, fenders, etc., when exposed and subject to maintenance and replacement.
4. Commissions and fees to brokers, agents, architects and others.
5. Conduit (not to be removed) with its contents.
6. Damages to abutting property during construction.
7. Drainage systems.
8. Elevators, cranes, hoists, etc., and the machinery for operating them.
9. Excavation, including shoring, bracing bridging, refill and disposal of excess excavated material, cofferdams around foundations, pumping water from cofferdam during construction, test borings.
10. Fences and fence curbs (not including protective fences isolating items of equipment, which should be charged to the appropriate equipment account).
11. Fire protection systems when forming a part of a structure.
12. Flagpole
13. Floor covering (permanently attached).
14. Foundations and piers for machinery, constructed as a permanent part of a building or other item listed herein.
15. Grading and clearing when directly occasioned by the building of a structure.
16. Intrasite communication system, poles, pole fixtures, wires and cables.
17. Landscaping, lawns, shrubbery, etc.
18. Leases, voiding upon purchase, to secure possession of structures.
19. Leased property, expenditures on.

20. Lighting fixtures and outside lighting systems.
21. Marquee, permanently attached to buildings
22. Painting, first cost.
23. Permanent paving, concrete, brick, flagstone, asphalt, etc., within the property lines.
24. Partitions, including movable.
25. Permits and privileges.
26. Water and sewer systems, for general use.
27. Power boards for services to a building.
28. Retaining walls except when identified with land.
29. Roadways.
30. Roofs.
31. Scales, connected to and forming a part of a structure.
32. Sidewalks, culverts, curbs and streets constructed by the utility on its property.
33. Sprinkling systems.
34. Sump pumps and pits.
35. Stacks – brick, steel, or concrete, when set on foundation forming part of general foundation and steelwork of a building.
36. Steel inspection during construction.
37. Storage facilities constituting a part of a building.
38. Storm doors and windows.
39. Tanks, constructed as part of a building or as distinct structural units.
40. Temporary heating during construction (net cost).
41. Temporary water connection during construction (net cost).
42. Temporary shanties and other facilities used during construction (net cost).
43. Topographical maps.
44. Tunnels, intake and discharge, when constructed as part of a structure, including sluice gates and those constructed to house mains.
45. Vaults constructed as part of a building.
46. Watchpersons' sheds and clock systems (net cost when used during construction only).
47. Water basins or reservoirs.
48. Water front improvements.
49. Water supply piping, hydrants and wells.
50. Water meters and supply system for a building or for general company purposes.
51. Yard surfaces, gravel, concrete, or oil (first cost only).
52. Plant metering.

305. **Collecting and Impounding Reservoirs**

This account shall include the cost in place of structures and improvements used for impounding, collecting and storing water in the source of supply system. A sample of items to be included in this account are listed below:

1. Aerators (when installed as an integral part of collecting and impounding reservoirs).
2. Bridges and culverts.
3. Clearing land.
4. Dams.
5. Drainage conduits.
6. Embankments.
7. Fish ladders and elevators.
8. Fences.
9. Gatehouses and equipment.
10. Landscaping.
11. Retaining walls.
12. Roads and paths.
13. Sewers.
14. Spillways and channels.
15. Any other permanent improvement to collecting and impounding reservoirs.

306. Lake, River and Other Intakes

This account shall include the cost installed of lake, river and other intakes used as a source of water supply. A sample of items to be included in this account are listed below:

1. Clearing land.
2. Conduits.
3. Cribs.
4. Fences.
5. Gatehouses and equipment.
6. Intake pipes (up to suction header).
7. Intake wells.
8. Lighting systems.
9. Screens and racks.

307. Wells and Springs

This account shall include the cost installed of wells and springs used as a source of water supply. A sample of items to be included in this account are listed below:

1. Clearing land.
2. Collecting basins.
3. Collecting pipes.
4. Fences.
5. Landscaping.

6. Lighting systems.
7. Overflow spillways and channels.
8. Sewers.
9. Springs and appurtenances.
10. Wells, casings and appurtenances, including cost of test wells and nonproductive wells drilled as part of a project resulting in a source of water within the same supply area.

308. Infiltration Galleries and Tunnels

This account shall include the cost installed of infiltration galleries and tunnels used as a source of water supply. A sample of items to be included in this account are listed below:

1. Conduits.
2. Gate houses and equipment.
3. Piping.

309. Supply Mains

This account shall include the cost installed of supply mains, pipes, aqueducts and canals and their appurtenances. A sample of items to be included in this account are listed below:

1. Air chambers.
2. Blow-offs and overflows.
3. Bridges and culverts.
4. Canals.
5. Electrolysis control equipment.
6. Manholes.
7. Municipal inspection or permits.
8. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.
9. Pipes, aqueducts, or conduits.
10. Placing mains and accessories.
11. Special castings.
12. Sterilizing new mains.
13. Surge tanks.
14. Trenching, including shoring, bracing, bridging, pumping, backfill and disposal of excess excavated material.
15. Tunnels.
16. Valves, valve vaults and appurtenances.

310. Power Generation Equipment

- A. This account shall include the cost installed of any equipment used for the production of power principally used in pumping operations.
- B. Subaccounts shall be maintained hereunder for the cost of equipment used for each type of power generating equipment.

311. Pumping Equipment

- A. This account shall include the cost of pumping equipment driven by electric power, diesel engines, steam engines and hydraulic water and turbines. A sample of items included in this account are listed below:
 - 1. Engines, motors, water wheels and turbines for driving pumps.
 - 2. Pumps, including setting, gearing, shafting and belting.
 - 3. Water piping within station, including valves.
 - 4. Auxiliary equipment for engines and pumps such as oiling systems, cooling systems, condensers, etc.
 - 5. Oil supply lines and accessories.
 - 6. Regulating, recording and measuring devices.
 - 7. Foundations, frames and bedplates.
 - 8. Ladders, stairs and platforms if a part of pumping unit.

320. Water Treatment Equipment

This account shall include the cost installed of apparatus, equipment and other facilities used for the treatment of water. A sample of items to be included in this account are listed below:

- 1. Aerators (when installed as an integral part of the water treatment plant).
- 2. Chemical treating plant.
- 3. Clear water basin.
- 4. Filter plant.
- 5. Mixing chambers.
- 6. Sedimentation or coagulation basin.
- 7. Softening plant.

Note:--Protecting superstructures shall be included in account 304 – Structures and Improvements.

330. Distribution Reservoirs and Standpipes

This account shall include the cost in place of reservoirs, tanks, standpipes, and appurtenances used in storing water for distribution (see Accounting instruction 26). A sample of items to be included in this account are listed below:

1. Aerators (when installed as an integral part of distribution reservoirs).
2. Bridges and culverts.
3. Clearing land.
4. Dams.
5. Embankments.
6. Fences.
7. Foundations.
8. Gates and gatehouses.
9. Landscaping.
10. Lighting systems.
11. Piping system within reservoirs.
12. Retaining walls.
13. Roads and paths.
14. Rustproofing apparatus.
15. Sewer drains or storm sewer.
16. Spillways and channels.
17. Standpipes.
18. Tanks.
19. Towers.
20. Valves.

331. Transmission and Distribution Mains

- A. This account shall include the cost installed of transmission and distribution mains and appurtenances. A sample of items to be included in this account are listed below:
 1. Air chambers.
 2. Blow-offs and overflows.
 3. Bridges and culverts.
 4. Electrolysis control equipment.
 5. Gauges and recorders.
 6. Jointing and jointing material.
 7. Manholes.
 8. Meters and appurtenances.
 9. Municipal inspection of permits.
 10. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.
 11. Pipes.
 12. Fire mains.
- B. Records supporting this account shall be so kept as to show separately the cost of mains of different sizes and types and of each tunnel, bridge, or river crossing.

333. **Services**

- A. This account shall include the cost installed of service pipes and accessories leading to the customers' premises.
- B. A complete service begins with the connection on the main and extends to but does not include the connection with the customer's meter. A stub service extends from the main to the property line, or the curb stop (curb stop cock).
- C. Services, which have been used but have become inactive shall be retired from utility plant in service immediately if there is no prospect for reuse, and, in any event, shall be retired by the end of the second year following that during which the service became inactive unless reused in the interim.

Items

- 1. Corporation stops or tees.
- 2. Gate valves and boxes.
- 3. Goose necks.
- 4. Jointing and jointing material.
- 5. Municipal inspection or permits.
- 6. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.
- 7. Pipes.
- 8. Placing pipes and accessories.
- 9. Protecting of street openings.
- 10. Service or curb boxes.
- 11. Service or curb stops (curb stop cocks).
- 12. Tapping main.
- 13. Tapping saddle.

Note:--When a customer pays all or a part of the cost of the service and such cost is properly includible in this account, the amount borne or contributed by the customer shall be credited to account 432 – Proceeds from Contributions.

334. **Meters and Meter Installation**

- A. This account shall include the cost of meters, devices and appurtenances attached thereto, used for measuring the quantity of water delivered to users, whether actually in service or held in reserve. It shall also include the cost of labor employed, materials used and expenses incurred in connection with the original installation of a customer's meters and devices and appurtenances attached thereto.

- B. When a meter and/or meter installation is permanently retired from service, the amount at which it is included herein shall be credited to this account.
- C. The records covering meters shall be so kept that the utility can furnish information as to the number of meters of each type and size in service and in reserve as well as the location of each meter included in this account.
- D. A sample of items to be included in this account are listed below:
 - 1. Meters, including badging and initial testing.
 - 2. Remote meter registers.
 - 3. Installation labor (first installation only).
 - 4. Meter coupling
 - 5. Meter bars.
 - 6. Meter yokes.
 - 7. Meter fittings, connections shelves.
 - 8. Meter vaults or boxes.
 - 9. Stops.

Note A:--This account shall not include meters for recording the output of a supply or treatment plant, or those located on mains. It includes only those meters to record water delivered to customers, including company use and for those used elsewhere in the system if a type available for general use.

Note B:--The utility shall maintain a statistical record to show separately the number of each type and size of meter or group of types and sizes as carried in the continuing property record. Underlying records shall be kept so that the utility can determine readily for each such classification the number of company-owned meters in service (subdivided between active and inactive) and the number of meters carried herein but not in service, the latter to include meters undergoing repairs; and the number of meters in service owned by customers.

Note C:--When a customer pays all or part of the cost of the meter and such cost is properly includible in this account, the amount borne or contributed by the customer shall be credited to account 432 – Proceeds from Contributions.

335. **Hydrants**

- A. This account shall include the cost installed of hydrants in service owned by the utility. A sample of items to be included in this account are listed below:
 - 1. Connections to main.
 - 2. Excavation, backfill, and disposal of excess excavated material.
 - 3. Hydrants and fittings, including barrel and shoe.
 - 4. Manholes.
 - 5. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.

6. Pipe including leads and drains.
7. Tee at main.
8. Valves and valve boxes.

339. Other Plant and Miscellaneous Equipment

This account shall include the cost installed of all other intangible, source of supply and pumping, water treatment and transmission and distribution plant not provided for in the foregoing accounts.

340. Office Furniture and Equipment

A. This account shall include the cost of office furniture and equipment owned by the utility and devoted to utility service, and not permanently attached to buildings, except the cost of such furniture and equipment, which the utility elects to assign to other plant, accounts on a functional basis. A sample of items to be included in this account are listed below:

1. Bookcases and shelves.
2. Desks, chairs, and desk equipment.
3. Drafting room equipment.
4. Electronic data processing equipment.
5. Filing, storage and other cabinets.
6. Floor covering.
7. Library and library equipment.
8. Mechanical office equipment such as accounting machines, typewriters, etc.
9. Safes.
10. Tables.

B. If the utility has equipment includible in this account at more than one location, separate records shall be maintained for each location.

341. Transportation Equipment

This account shall include the cost of transportation vehicles used for utility purposes. A sample of items to be included in this account are listed below:

1. Airplanes.
2. Automobiles.
3. Bicycles.
4. Electrical vehicles.
5. Motor trucks.
6. Motorcycles.
7. Repair cars or trucks.

8. Tractors and trailers.
9. Other transportation vehicles.

342. Stores Equipment

- A. This account shall include the cost of equipment used for the receiving, shipping, handling and storage of materials and supplies.
- B. If the utility has equipment includible in this account at more than one location, separate records shall be maintained for each location. A sample of items to be included in this account are listed below:
 1. Chain falls.
 2. Counters.
 3. Cranes (portable).
 4. Elevating and stacking equipment (portable).
 5. Hoists.
 6. Lockers.
 7. Scales.
 8. Shelving.
 9. Storage bins.
 10. Trucks, hand and power drive.
 11. Wheelbarrows.

343. Tools, Shop and Garage Equipment

This account shall include the cost of tools, implements, and equipment used in construction, repair work, general shops and garages and not specifically provided for or includible in other accounts. A sample of items to be included in this account are listed below:

1. Air compressors.
2. Anvils.
3. Automobile repair shop equipment.
4. Battery charging equipment.
5. Belts, shafts and countershafts.
6. Boilers.
7. Cable pulling equipment.
8. Concrete mixers.
9. Drill presses.
10. Derricks.
11. Electric equipment.
12. Engines.
13. Forges.
14. Furnaces.

15. Foundations and settings specifically constructed for and not expected to outlast the equipment for which provided.
16. Gas producers.
17. Gasoline pumps, oil pumps and storage tanks.
18. Greasing tools and equipment.
19. Hoists.
20. Ladders.
21. Lathes.
22. Machine tools.
23. Motor driven tools.
24. Motors.
25. Pipe threading and cutting tools.
26. Pneumatic Tools.
27. Pumps.
28. Riveters.
29. Smithing equipment.
30. Tool racks.
31. Vises.
32. Welding apparatus.
33. Work benches.

344. Laboratory Equipment

- A. This account shall include the cost installed of laboratory equipment used for general laboratory purposes and not specifically provided for or includible in other departmental or functional plant accounts. A sample of items to be included in this account are listed below:

1. Autoclaves.
2. Barometers.
3. Cameras.
4. Centrifuge.
5. Distilling apparatus.
6. Furnaces.
7. Microscopes.
8. Ovens.
9. Pitometers.
10. Rain gauges.
11. Refrigerators.
12. Scales.
13. Sterilizers.
14. Stopwatches.
15. Testing machines.
16. Thermometers.
17. Voltmeters.

18. Other bacteriological, electric, chemical hydraulic or research equipment.

B. If the utility has equipment includible in this account at more than one location, separate records shall be maintained for each location.

345. Power Operated Equipment

This account shall include the cost of power-operated equipment used in construction or repair work exclusive of equipment includible in other accounts. Include, also, the tools and accessories acquired for use with such equipment and the vehicle on which such equipment is mounted. A sample of items to be included in this account are listed below:

1. Air compressors, including driving unit and vehicle.
2. Back filling machines.
3. Boring machines.
4. Bulldozers.
5. Cranes and joists.
6. Diggers.
7. Engines.
8. Pile drivers.
9. Pipe cleaning machines.
10. Pipe coating or wrapping machines.
11. Tractors – Crawler type.
12. Trenches.
13. Other power operated equipment.

Note:-It is intended that this account include only such large units as are generally self-propelled or mounted on moveable equipment.

346. Communication Equipment

This account shall include the cost installed of telephone, telegraph and wireless equipment for general use in connection with utility operations. A sample of items to be included in this account are listed below:

1. Antennae.
2. Booths.
3. Cables.
4. Distribution boards.
5. Extension cords,
6. Gongs.
7. Handsets, manual and dial.
8. Insulators.
9. Intercommunicating sets.
10. Loading coils.

11. Operator's desks.
12. Poles and fixtures used wholly for telephone and telegraph wires.
13. Radio transmitting and receiving sets.
14. Remote control equipment and lines.
15. Sending keys.
16. Storage batteries.
17. Switchboards.
18. Teleautograph circuit connections.
19. Telegraph receiving sets.
20. Telephone and telegraph circuits.
21. Testing instruments.
22. Towers.
23. Underground conduit use wholly for telephone or telegraph wires and cable wires.

347. **Miscellaneous Equipment**

This account shall include the cost of equipment, apparatus, etc., used in utility operations, and which is not includible in any other account. A sample of items to be included in this account are listed below:

1. Hospital and infirmary equipment.
2. Kitchen equipment.
3. Recreation equipment.
4. Radios.
5. Restaurant equipment.
6. Soda fountains.
7. Operator's cottage furnishings.
8. Electric signs advertising the corporate name or symbol, plant or facility name, or otherwise serving only the general purpose of acquainting the public with the facilities and services of the utility.
9. Other miscellaneous equipment.

Note:--Miscellaneous equipment of the nature indicated above wherever practicable shall be included in the utility plant accounts on a functional basis.

348. **Other Tangible Plant**

This account shall include the cost of tangible utility plant not provided for elsewhere.

INCOME ACCOUNTS

- 400. Operating Revenues
- 401. Operating Expenses
- 403. Depreciation Expense
- 406. Amortization of Utility Plant Acquisition Adjustment
- 407. Amortization Expense
 - 407.1 Amortization of Limited Term Plant
 - 407.2 Amortization of Property Losses
 - 407.3 Amortization of Other Utility Plant
- 408. Taxes Other Than Income
 - 408.10 Utility Regulatory Assessment Fees
 - 408.11 Property Tax
 - 408.12 Payroll Taxes
 - 408.13 Other Taxes and Licenses
- 413. Income from Utility Plant Leased to Others
- 414. Gains (Losses) from Disposition of Utility Property

Other Income and Deductions

- 415. Revenues from Merchandising, Jobbing and Contract Work
- 416. Costs and Expenses of Merchandising, Jobbing and Contract Work
- 419. Interest and Dividend Income
- 420. Allowance for Funds Used During Construction
- 421. Nonutility Income
- 426. Miscellaneous Nonutility Expenses

Taxes Applicable to Other Income and Deductions

- 408. Taxes Other Than Income
 - 408.20 Taxes Other Than Income, Other Income and Deductions

Interest Expense

- 427. Interest Expense
 - 427.1 Interest on Debt to Associated Companies
 - 427.2 Interest on Short-Term Debt
 - 427.3 Interest on Long-Term Debt
 - 427.4 Interest on Customer Deposits
 - 427.5 Interest – Other
- 428. Amortization of Debt Discount and Expense
- 429. Amortization of Premium on Debt

Proceeds from Contributions

- 432. Proceeds from Contributions

Extraordinary Items

- 433. Extraordinary Income
- 434. Extraordinary Deductions

INCOME ACCOUNTS

Utility Operating Income

400. Operating Revenues

This is the revenue control account, which totals the accounts recorded in water revenue accounts 460 through 474.

401. Operating Expenses

This is the operating expense control account, which totals the amounts recorded in operating expense accounts 601 through 675 for water systems.

403. Depreciation Expense

- A. This account shall be debited with depreciation credited to account 108 – Accumulated Depreciation. Depreciation shall be accrued on a straight-line remaining life basis or straight-line basis. A single composite depreciation rate may be used only upon approval of the Authority.

Note:--See Accounting Instruction 34, for more detailed instructions on depreciation accounting.

- B. Depreciation for property not used in water operations is debited to account 426 – Miscellaneous Nonutility Expenses, and is credited to account 122 – Accumulated Depreciation and Amortization of Nonutility Property.

406. Amortization of Utility Plant Acquisition Adjustments

This account shall be debited or credited, for the purpose of providing for the extinguishment of the amount in account 114 – Utility Plant Acquisition Adjustments.

407. Amortization Expense

This account shall be the control account for amortization accounts totaling the amounts in accounts 407.1 to 407.3.

407.1 Amortization of Limited Term Plant

This account shall include amortization debits applicable to amounts included in the utility plant accounts of limited term franchises, licenses, patent rights, limited term interests in land, and expenditures on leased property where the service life of the improvements is terminable by action of the lease. The debits to this account shall be such as to distribute the book cost of each investment evenly over the period of benefit to the utility (See account 110.1 – Accumulated Amortization of Utility Plant in Service).

407.2 Amortization of Property Losses

This account shall be debited with amounts credited to account 182, Extraordinary Property Losses, when the utility's CPA has authorized the amount in the latter account to be amortized by debiting to operating expenses.

407.3 Amortization of Other Utility Plant

- A. This account shall include debits for amortization of intangible or other utility plant in service which does not have a definite or determinable life and which is not subject to depreciation expense.
- B. This account shall be supported in such detail as to show the amortization applicable to each investment and the period of the amortization.

408. Taxes Other Than Income

- A. These accounts shall include the amount of ad valorem, gross revenue or gross receipts taxes, regulatory agency general assessments for purposes of public utility regulation, state unemployment insurance, franchise taxes, federal excise taxes, social security taxes, and all other taxes assessed by federal, state, county, municipal, or other local governmental authorities.
- B. These accounts shall be debited in each accounting period with the amounts of taxes, which are applicable thereto, with concurrent credits to account 236 – Accrued Taxes, or account 162 – Prepayments, as appropriate. When it is not possible to determine the exact amounts of taxes, the amounts shall be estimated and adjustments made in current accruals as the actual tax levies become known.

- C. The debits to these accounts shall be made or supported so as to show the amount of each tax and the basis upon which each charge is made. In the case of a utility rendering more than one utility service, taxes of the kind includible in these accounts shall be assigned directly to the utility department the operation of which gave rise to the tax insofar as practicable. Where the tax is not attributable to a specific utility department, it shall be distributed among the utility departments or nonutility operations on an equitable basis after appropriate study to determine such basis.

Note A:--Special assessments for street and similar improvements shall be included in the appropriate utility plant or non-utility property account.

Note B:--Taxes specifically applicable to construction shall be included in the cost of construction.

Note C:--Gasoline and other sales taxes shall be debited as far as practicable to the same account as the materials on which the tax is levied.

Note D:--Social security and other forms of payroll taxes shall be distributed to the utility departments and to non-utility functions on a basis related to payroll. Amounts applicable to construction shall be debited to the appropriate plant account.

Note E:--Interest on tax refunds or deficiencies shall not be included in these accounts but in account 419 – Interest and Dividend Income, or 427.5 – Interest – Other, as appropriate.

Note F:--Do not include in this account taxes collected pending transmittal to the proper taxing authority, which are accounted for in account 241 – Tax Collections Payable.

408.10 Utility Regulatory Assessment Fees

This account shall include those general fees assessed by regulatory agencies for the purpose of public utility regulation.

408.11 Property Taxes

This account shall include ad valorem taxes related to utility property.

408.12 Payroll Taxes

This account shall include all types of taxes related to payroll and associated with utility operating income not properly accounted for elsewhere.

408.13 Other Taxes and Licenses

This account shall include all other taxes and licenses relating to utility operating income not properly accounted for elsewhere.

408.20 Taxes Other Than Income, Other Income and Deductions

This account shall include those taxes recorded in account 408 – Taxes Other Than Income, which relate to Other Income and Deductions.

413. Income from Utility Plant Leased to Others

- A. This account shall include revenues from utility property constituting a distinct operating unit or system leased by the utility to others, and which property is properly includible in account 102 – Utility Plant Leased to Others, and the expenses attributable to such property. A series of subaccounts shall be maintained for each operating unit or system leased to show separately revenues and expenses.
- B. The detail expenses shall be kept or supported so as to show separately the following:
 - 1. Operation
 - 2. Depreciation
 - 3. Amortization
- C. The related taxes shall be recorded in the appropriate subsidiary accounts and the control account 408 – Taxes Other than Income records shall be maintained such that these taxes associated with leased plant are separately identifiable.

414. Gains (Losses) from Disposition of Utility Property

- A. This account shall include gains and losses from the sale, conveyance, exchange or transfer of utility property to another.
- B. This account shall be maintained so that the transactions and details underlying each gain or loss will be readily identifiable.

Other Income and Deductions

415. Revenues from Merchandising, Jobbing, and Contract Work

416. Cost and Expenses of Merchandising, Jobbing, and Contract Work

- A. These accounts shall include respectively, all revenues derived from the sale of merchandising and jobbing or contract work, including any profit or commission accruing to the utility on jobbing work performed by it as agent under contracts whereby it does jobbing work for another for a stipulated profit or commission, and all expenses incurred in such activities.

- B. Records in support of these accounts shall be so kept as to permit ready summarization of revenues, costs and expenses by such major items as are feasible.

Note:--Related operating taxes shall be recorded in account 408.20 – Taxes Other than Income, Other Income and Deductions.

419. Interest and Dividend Income

This account shall include interest revenues on securities, loans, notes, advances, special deposits, tax refunds and all other interest bearing assets and dividends on stock of other companies, whether the securities are carried as investments or included in sinking or other special funds accounts.

420. Allowance for Funds Used During Construction

This account shall include concurrent credits for allowance for funds used during construction based upon the net cost of funds used for construction purposes and a reasonable rate upon other refunds when so used. Authority approval shall be obtained for “a reasonable rate” (see Accounting Instruction 20).

421. Nonutility Income

In this account is entered all income not includible in operating revenue accounts 460 – through 474 or in account 419 – Interest and Dividend Income. Items in this account shall include:

1. Gross income from nonutility operations; and
2. Net gain on sale of nonutility property.

426. Miscellaneous Nonutility Expenses

This account shall contain all expenses other than expenses of utility operations and interest expense. Items that are included in this account are:

1. Expenses disallowed by the Authority.
2. Amortization of an acquisition adjustment not approved by the Authority.;
3. Depreciation associated with plant not used and useful in the public service.
4. Depreciation of nonutility plant.
5. Imprudent expenses.
6. Donations for charitable, social or community welfare purposes.

7. Life insurance on officers and employees where utility is beneficiary (net premiums less increase in cash surrender value of policies.)
8. Penalties or fines for violations of statutes pertaining to regulation.
9. Expenditures for the purpose of:
 - a. Influencing public opinion with respect to the election or appointment of public officials, or the adoption, repeal, revocation or modification of referenda, legislation or ordinances.
 - b. Influencing public opinion with respect to obtaining approval, modification or revocation of franchises.
 - c. Influencing the decisions of public officials not including such expenditures, which are directly related to appearances before regulatory or other governmental bodies in connection with the utility's existing or proposed operations.
10. Loss relating to investments in securities written-off or written-down.
11. Loss on sale of investments.
12. Loss on reacquisition, resale or retirement of utility's debt securities.
13. Preliminary survey and investigation expenses related to abandoned projects, when not written-off to the appropriate operating expense account.
14. Golf club dues, social club dues and service club dues (Kiwanis, Rotary, etc.) house charges and items of similar nature whether such expenditures are made directly by the utility or indirectly by payment or reimbursement to associated companies, officers, or other employees, or by any other direct or indirect means.

Interest Expense

427. Interest Expenses

This account shall be the control account for recording interest expense and shall total the sum of accounts 427.1 through 427.5.

427.1 Interest on Debt to Associated Companies

This account shall record interest incurred with related companies.

427.2 Interest on Short-Term Debt

This account shall record interest expense associated with short-term debt (principal due in 1 year or less).

427.3 Interest on Long-Term Debt

This account shall record interest expense associated with long-term debt (principal due in more than 1 year).

427.4 Interest on Customer Deposits

This account shall record interest expense associated with customer deposits.

427.5 Interest-Other

This account shall include in each accounting period all interest charges not provided for elsewhere.

428. Amortization of Debt Discount and Expense

- A. This account shall include in each accounting period the portion of unamortized debt discount and expense on outstanding long-term debt, which is applicable to such period. Amounts charged to this account shall be credited concurrently to account 181 – Unamortized Debt Discount and Expenses.
- B. This account shall be so kept or supported as to show the debt discount and expense on each class and series of long-term debt.

429. Amortization of Premium on Debt

- A. This account shall include in each accounting period the portion of unamortized net premium on outstanding long-term debt, which is applicable to such period. Amounts credited to this account shall be debited concurrently to account 251 – Unamortized Premium on Debt.
- B. This account shall be so kept or supported as to show the premium on each class and series of long-term debt.

Capital Contributions

432. Proceeds from Contributions

- A. This account shall include:
 - 1. Any amount of item of money, services, or property received by a utility from any person or governmental agency, which is provided at no cost to the utility, which represents an addition or transfer to the capital of the utility and which is utilized to offset the acquisition, improvement or construction costs of the utility's property, facilities, or equipment used to provide utility services to the public.

2. Amounts transferred from account 252 – Advances for Construction, representing un-refunded balances of expired contracts or discounts resulting from termination of contracts.
 3. Compensation received from governmental agencies and others for relocation of water mains or other plants.
- B. The balance in this account shall be transferred annually at the close of the year to account 215.2 – Donated Capital.
- C. The records supporting the entries to this account shall be so kept that the utility can furnish information as to the purpose of each donation, the conditions, if any, upon which it was made, the amount of donations from (a) states, (b) municipalities, (c) customers, and (d) others, and the amount applicable to each utility department.

Note: There shall not be included in this account advances for construction which are ultimately to be repaid wholly or in part (See account 252 – Advances for Construction).

Extraordinary Items

433. Extraordinary Income

Upon approval of the regulatory authority this account shall be credited with non typical, non customary, infrequently recurring gains, which would significantly distort the current year's income computed before extraordinary items, if reported other than as extraordinary.

434. Extraordinary Deductions

This account shall be debited with non-typical, non-customary, infrequently recurring losses, which would distort the current year's income if not reported separately.

RETAINED EARNINGS ACCOUNTS

- 435. **Balance Transferred from Income**
- 436. **Appropriations of Retained Earnings**
- 439. **Adjustments to Retained Earnings**

RETAINED EARNINGS ACCOUNTS

- 435. **Balance Transferred from Income**

This account shall include the net credit or debit transferred from income for the year.

- 436. **Appropriations of Retained Earnings**

This account shall include appropriations of retained earnings.

Items

- 1. Appropriations required under terms of mortgages, orders of courts, contracts or other agreements.
- 2. Appropriations required by action of regulatory authorities.
- 3. Other appropriations made at option of utility for specific purposes.

- 439. **Adjustments to Retained Earnings**

- A. This account shall include significant nonrecurring transactions relating to prior periods. All entries to this account must receive prior Authority approval. These transactions are generally limited to those adjustments which: (1) correct an error in the financial statements of a prior period, including the change from case to accrual accounting; or (2) adjustments that result from realization of income tax benefits of pre acquisition loss carry forwards of purchased subsidiaries. All items included in this account shall be sufficiently described in the entries relating thereto as to permit ready analysis.
- B. Changes in depreciation or amortization estimates or methods are considered changes in accounting estimates rather than accounting errors and therefore are not subject to prior period adjustments. Any adjustments made to the accumulated amortization or depreciation balances of the utility due to change in estimate or method shall be offset by a debit or credit to either: an income account; account 186.2 – Other Deferred Debits; or account 253 – Other Deferred Credits, as is directed by the Authority.

WATER OPERATING REVENUE ACCOUNTS

Water Sales

- 460. Unmetered Water Revenue
- 461. Meter Water Revenue
 - 461.1 Metered Sales to Residential Customers
 - 461.2 Metered Sales to Commercial Customers
 - 461.3 Metered Sales to Industrial Customers
 - 461.4 Metered Sales to Public Authorities
 - 461.5 Metered Sales to Multiple Family Dwellings
 - 461.6 Metered Sales Through Bulk Loading Stations
- 462. Fire Protection Revenue
 - 462.1 Public Fire Protection
 - 462.2 Private Fire Protection
- 464. Other Sales to Public Authorities
- 465. Sales to Irrigation Customers
- 466. Sales for Resale
- 467. Interdepartmental Sales

Other Water Revenues

- 470. Forfeited Discounts
- 471. Miscellaneous Service Revenues
- 472. Rents from Water Property
- 473. Interdepartmental Rents
- 474. Other Water Revenues
- 475. Provision for Rate Refunds

WATER OPERATING REVENUE ACCOUNTS

460. Unmetered Water Revenue

- A. This account shall include the net billing for water supplied for residential, commercial and industrial (except irrigation) purposes where the charge is not dependent in any way on the quantity of water delivered but is based on diameter of service pipe, room, foot of frontage or other similar unit.
- B. Records shall be maintained so that the estimated quantity of water sold and the amount of revenue under each rate schedule shall be readily available.

461. Metered Water Revenue

- A. This account shall include the net billing for measured water supplied for residential, commercial or industrial (except irrigation) purposes where the total charge is, or may be, in any way dependent on the quantity of water delivered.
- B. Records shall be maintained so that the quantity of water sold and the amount of revenue under each rate schedule shall be readily available.
- C. This account shall be subdivided at least as follows:
 - 461.1 Metered Sales to Residential Customers
 - 461.2 Metered Sales to Commercial Customers
 - 461.3 Metered Sales to Industrial Customers
 - 461.4 Metered Sales to Public Authorities
 - 461.5 Metered Sales to Multiple Family Dwellings
 - 461.6 Metered Sales Through Bulk Loading Stations

Note:--The account includes all revenues under service classifications that consist of a rate for a specified diameter of service pipe, or per meter, fixture, room, foot of frontage, or other similar unit, plus an additional charge or an adjustment dependent upon the quantity of water delivered.

462. Fire Protection Revenue

- A. Include herein all revenues from public agencies and others for hydrant charges, private fire protection service, street sprinkling, sewer flushing and similar sources.
- B. The following subaccounts shall be used:
 - 462.1 Public Fire Protection
 - 462.2 Private Fire Protection

464. Other Sales to Public Authorities

- A. This account shall include the net billing for water supplied to municipalities, or other municipal subdivisions or agencies of state or federal governments, billed under special contracts or agreements or service classifications applicable only to public authorities.
- B. Records shall be maintained so that the quantity (estimated if not metered) of water sold and the amount of revenue under each contract, agreement or rate schedule shall be readily available.

Note:--Do not include herein revenues from water supplied for fire protection or for resale, or from sales billed under general service classifications (see accounts 460, 461, 462 and 466).

465. Sales to Irrigation Customers

- A. This account shall include the net billing for water supplied for commercial irrigation purposes, under distinct irrigation rates, billed under either metered or flat rate tariff schedules.
- B. Records shall be maintained so that the quantity (estimated if not metered) of water sold and the amount of revenue under each rate schedule shall be readily available.
- C. This account shall be subdivided as follows:
 - 465.1 Metered Sales to Irrigation Customers
 - 465.2 Flat Rate Sales to Irrigation Customers

466. Sales for Resale

- A. This account shall include the net billing for water supplied (including stand-by service) to other water utilities or to public authorities for resale purposes.
- B. Records shall be maintained so that the quantity (estimated if not metered) of water sold and the amount of revenue under each rate schedule shall be readily available.

Note:--Where the contract is reciprocal, i.e., where either party thereto may take water from the other, the total amount receivable for water supplied to the other party shall be charged to account 610 – Purchased Water.

467. Interdepartmental Sales

- A. This account shall include amounts charged by the water department at tariff or other specified rates for water supplied by it to other utility departments.
- B. Records shall be maintained so that the quantity of water supplied each other department and the charges therefore shall be readily available.

470. Forfeited Discounts

This account shall include the amount of discounts forfeited or additional charges imposed because of failure of customers to pay their water bills on or before a specified date.

471. Miscellaneous Service Revenues

This account shall include revenues for all miscellaneous water related services and charges billed to customers, which are not specifically provided for in other accounts.

Items

1. Fees for changing, or reconnecting service.
2. Fees for minor incidental maintenance of appliances, piping or other installations on customers' premises not handled through merchandising and jobbing accounts.
3. Net credit or debit (cost less net salvage and less payment from customers) on closing of work order for plant installed for temporary service less than one year (See account 185 – Temporary Facilities).
4. Recovery of expenses in connection with unauthorized taking of water (billing for the water used shall be included in the appropriate water revenue account).

472. Rents from Water Property

- A. This account shall include rents received for the use by others of land, buildings and other property devoted to water operations by the utility.
- B. When property owned by the utility is operated jointly with others under a definite arrangement for apportioning the actual expenses among the parties to the arrangement, any amounts received by the utility for interest or returns or in reimbursement of taxes or depreciation on the property shall be credited to this account.

Note:--Do not include in this account rents from property constituting an operating unit or system (See account 413 – Income from Utility Plant Leased to Others).

473. Interdepartmental Rents

This account shall include rents credited to the water department on account of rental charges made against other departments (gas, electric, etc. of the utility). In the case of property operated under a definite arrangement to allocate the cost among the departments using the property, any reimbursement to the water department for interest, fair return, depreciation or taxes shall be credited to this account.

Note:--Charges for water supplied other utility departments shall not be included in this account, but in account 467 – Interdepartmental Sales.

474. Other Water Revenues

This account shall include revenues derived from water operations not includible in any of the foregoing accounts.

1. Commission on sales or distribution of water of others when sold under rates filed by such others.
2. Compensation for minor incidental services provided for others such as customer billing, engineering, etc.
3. Profit or loss on sale of material and supplies not ordinarily purchased for resale and not handled through merchandising and jobbing accounts.
4. Sale of steam, but not including sales made by a steam heating department or transfers of steam under joint facility operations.

475. Provision for Rate Refunds

- A. This account shall be debited with provisions for the estimated effects on net income of the portions of amounts being collected subject to refunds, which are estimated to be required to be refunded. Such provisions shall be credited to account 266 – Accumulated Provision for Rate Refunds.
- B. This account shall also be debited with amounts refunded when such amounts had not been previously accrued.

WATER OPERATION AND MAINTENANCE ACCOUNTS

	1	2	3
	Source of Supply and Pumping Expenses- <u>Operations</u>	Source of Supply and Pumping Expenses- <u>Maintenance</u>	Water Treatment Expenses- <u>Operations</u>
601. Salaries and Wages - Employees	601.1	601.2	601.3
603. Salaries and Wages - Officers, Directors	603.1	603.2	603.3
604. Employee Pensions and Benefits	604.1	604.2	604.3
610. Purchased Water	610.1	XXXXXX	XXXXXX
615. Purchased Power	615.1	XXXXXX	615.3
616. Fuel for Power Production	616.1	XXXXXX	616.3
618. Chemicals	XXXXXX	XXXXXX	618.3
620. Materials and Supplies	620.1	620.2	620.3
631. Contractual Services – Eng.	631.1	631.2	631.3
632. Contractual Services – Acct.	632.1	632.2	632.3
633. Contractual Services – Legal	633.1	633.2	633.3
634. Contractual Services - Management Fees	634.1	634.2	634.3
635. Contractual Services – Other	635.1	635.2	635.3
641. Rental of Building/Real Property	641.1	641.2	641.3
642. Rental of Equipment	642.1	642.2	641.3
650. Transportation Expenses	650.1	650.2	650.3
656. Insurance – Vehicle	656.1	656.2	656.3
657. Insurance – General Liability	657.1	657.2	657.3
658. Insurance – Worker’s Compensation	658.1	658.2	658.3
659. Insurance – Other	659.1	659.2	659.3
660. Advertising Expense	XXXXXX	XXXXXX	XXXXXX
665. Regulatory Commission Expenses – Amortization Of Rate Case Expense	XXXXXX	XXXXXX	XXXXXX
667. Regulatory Commission Expenses – Other	667.1	667.2	667.3
670. Bad Debt Expense	XXXXXX	XXXXXX	XXXXXX
675. Miscellaneous Expenses	675.1	675.2	675.3

WATER OPERATION AND MAINTENANCE ACCOUNTS

4	5	6	7	8
<u>Water Treatment Expenses- Maintenance</u>	<u>Trans. & Trans. & Dist. Expenses- Operations</u>	<u>Dist. Expenses- Maintenance</u>	<u>Customer Accounts Expenses</u>	<u>Admin. & General Expenses</u>
601.4	601.5	601.6	601.7	601.8
603.4	603.5	603.6	603.7	603.8
604.4	604.5	604.6	604.7	604.8
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
XXXXXXXX	615.5	XXXXXXXX	615.7	615.8
XXXXXXXX	616.5	XXXXXXXX	616.7	616.8
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
620.4	620.5	620.6	620.7	620.8
631.4	631.5	631.6	631.7	631.8
632.4	632.5	632.6	632.7	632.8
633.4	633.5	633.6	633.7	633.8
634.4	634.5	634.6	634.7	634.8
635.4	635.5	635.6	635.7	635.8
641.4	641.5	641.6	641.7	641.8
642.4	642.5	642.6	642.7	642.8
650.4	650.5	650.6	650.7	650.8
656.4	656.5	656.6	656.7	656.8
657.4	657.5	657.6	657.7	657.8
658.4	658.5	658.6	658.7	658.8
659.4	659.5	659.6	659.7	659.8
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	660.8
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	665.8
667.4	667.5	667.6	667.7	667.8
XXXXXXXX	XXXXXXXX	XXXXXXXX	670.7	XXXXXXXX
675.4	675.5	675.6	670.7	670.8

The water operation and maintenance expense accounts have been designed utilizing an account matrix. The matrix employs a list of object accounts, which in effect act as, control accounts. The object accounts are further segregated by the matrix into classifications by functions or sub accounts. The instructions for segregating the object account to the function sub accounts are contained in Accounting Instruction 36. Listed below are the object account descriptions.

601. Salaries and Wages - Employees

This account shall include the compensation (salaries, bonuses and other consideration for services) paid or accrued to employees of the utility company for work related to the operation and maintenance of that utility. This account shall not include the salaries and wages of officers, directors or majority stockholders of the utility company (see Accounting Instructions 11 and 12).

603. Salaries and Wages – Officers, Directors, and Commissioners

This account shall include the compensation (salaries, bonuses and other consideration for services) paid or accrued to officers, directors, and commissioners. (see Accounting Instructions 11 and 12).

604. Employee Pensions and Benefits

This account shall include all accruals under employee pension plans to which the utility has irrevocably committed such funds, and payments for employee accident, sickness, hospital and death benefits or insurance therefore. Include also expenses for medical, educational or recreational activities of employees (see Accounting Instructions 11 and 12).

610. Purchased Water

- A. This account shall include the cost at the point of delivery of water purchased for resale.
- B. The records supporting this account shall be so kept as to show for each supplier from which water is purchased, point of delivery, quantity purchased, basis of charges, and the cost of water purchased.

615. Purchased Power

This account shall include the cost of all electric power expense incurred by the utility.

616. Fuel for Power Production

- A. This account shall include the cost of fuel used in the production of power to operate the pumps. Records shall be maintained to show the quantity and cost of each type of fuel used.
- B. The cost of fuel shall be debited initially to appropriate fuel accounts under 151 – Plant Materials and Supplies, and cleared to this account on the basis of the fuel used.

618. Chemicals

This account shall include the cost of all chemicals used in the treatment of water. Include the cost (except salaries and wages includible in accounts 601 – 603) of any chemicals manufactured by the utility and used to provide water services to its customers.

620. Materials and Supplies

This account shall include all materials and supplies used in operation and maintenance of the water system, other than materials and supplies charged to Contractual Services Account.

631. Contractual Services - Engineering

This account shall include costs paid to outside engineers or engineering firms to perform ongoing, recurring engineering work for the utility. Engineering services for plant items are properly includible in the appropriate plant account. Engineering services for rate relief filings shall be included in account 665 – Regulatory Commission Expenses – Amortization of Rate Case Expense and account 186.1 – Deferred Rate Case Expense, as appropriate.

632. Contractual Services - Accounting

This account shall include costs paid to outside accounting companies to maintain or audit the books and records of the utility. Accounting expenses for rate relief filings shall be included in account 665 – Regulatory Commission Expenses – Amortization of Rate Case Expense and account 186.1 – Deferred Rate Case Expenses, as appropriate.

633. Contractual Services – Legal

This account shall include costs paid to outside legal firms to perform legal services for the utility. Legal services for rate proceedings before the Commission shall be included in account 665 – Regulatory Commission

Expenses – Amortization of Rate Case Expense or account 186.1 – Deferred Rate Case Expense.

634. Contractual Services – Management Fees

This account shall include contractual costs (other than those properly included in accounts 601 – 603 – Salaries and Wages) paid for the performance of management functions.

635. Contractual Services – Other

This account shall include those operations costs contracted for which are not included in accounts 631, 632, 633, 634.

641. Rental of Building/Real Property

This account shall include costs associated with the rental of buildings and/or real property that are properly treated as period costs.

642. Rental of Equipment

This account shall include costs associated with the rental of equipment, except vehicles, used in the operation of the utility. Vehicle rentals and leases are properly included in account 650 – Transportation Expenses.

650. Transportation Expenses

This account shall include all truck, automobile, construction equipment, and other vehicle expense chargeable to utility operations, except depreciation and insurance.

656. Insurance - Vehicle

This account shall include costs associated with insurance of automobiles and trucks used for utility purposes.

657. Insurance – General Liability

This account shall include insurance costs associated with general liability coverage of the utility company.

658. Insurance –Worker’s Compensation

This account shall include insurance costs associated with worker’s compensation coverage for employees of the utility company.

659. Insurance - Other

This account shall include insurance costs associated with coverage for the utility company, which is not, included in account 656, 657 or 658.

660. Advertising Expense

This account shall be maintained so that informational and instructional advertising can be readily identified.

665. Regulatory Commission Expenses – Amortization of Rate Case Expenses

This account shall include amortization of account 186.1 – Deferred Rate Case Expense. Costs associated with rate cases shall be first debited to account 186.1 and then amortized.

667. Regulatory Commission Expenses - Other

This account shall include all expenses (except salaries of regular utility employees) incurred by the utility in connection with formal cases before regulatory commissions, except for rate case expenses which are accounted for as described above. This account shall not include payment of taxes, which shall be reported in the Taxes Other Than Income Accounts.

670. Bad Debt Expense

This account shall be debited with amounts sufficient to provide for losses from uncollectible utility revenues. Concurrent credits shall be made to account 143.

675. Miscellaneous Expenses

This account shall include all expenses not includible in other operating expense accounts.

Items

1. Industry association dues for company membership.
2. Contributions for conventions and meetings of the industry.
3. Communication service not chargeable to other accounts.
4. Trustee, registrar, and transfer agent fees and expenses.
5. Stockholders meeting expenses.
6. Dividend and other financial notices.
7. Printing and mailing dividend checks.
8. Director's fees and expenses.
9. Publishing and distributing annual reports to stockholders.

10. Public notices of financial, operating and other data required by regulatory statutes, not including, however, notices required in connection with security issues or acquisitions of property.
11. Write-off of expenditures for preliminary surveys, plans, investigations, etc., included in account 183 – Preliminary Survey and Investigation Charges, relative to projects which have been abandoned.

ACCOUNT INDEX

SECTION III

MONTHLY MANAGEMENT REPORT